



SAP Training



Payroll for Agencies

PY300 VC



Slide 1


Notes


Welcome to the *Payroll for Agencies* virtual class. This course is intended to provide State of NC agencies with the ability to display pertinent information regarding employee payroll. This information includes: payroll results, calendars, and miscellaneous reports.

This virtual class is taught in two sessions: A and B. Based on the pace of the class, the instructor will determine a logical place to conclude session A (which may or may not be at the end of a lesson).

SAP Training — Welcome and Introductions

- Introductions
- Break
- Parking Lot
- Virtual classroom etiquette
 - Cell phone off
 - Phone on mute
 - Don't answer 2nd line or it disconnects you from VC





Slide 2

The course introduction is an opportunity to get to know the others who are attending class as well as to agree on classroom courtesy. There will be at least one break during this session.

Notes

Prerequisites

- BEACON Overview BC100
- SAP Basic Navigation BC110
- Payroll Overview, Process, and Policy PY200
- Virtual Class Navigation VC101

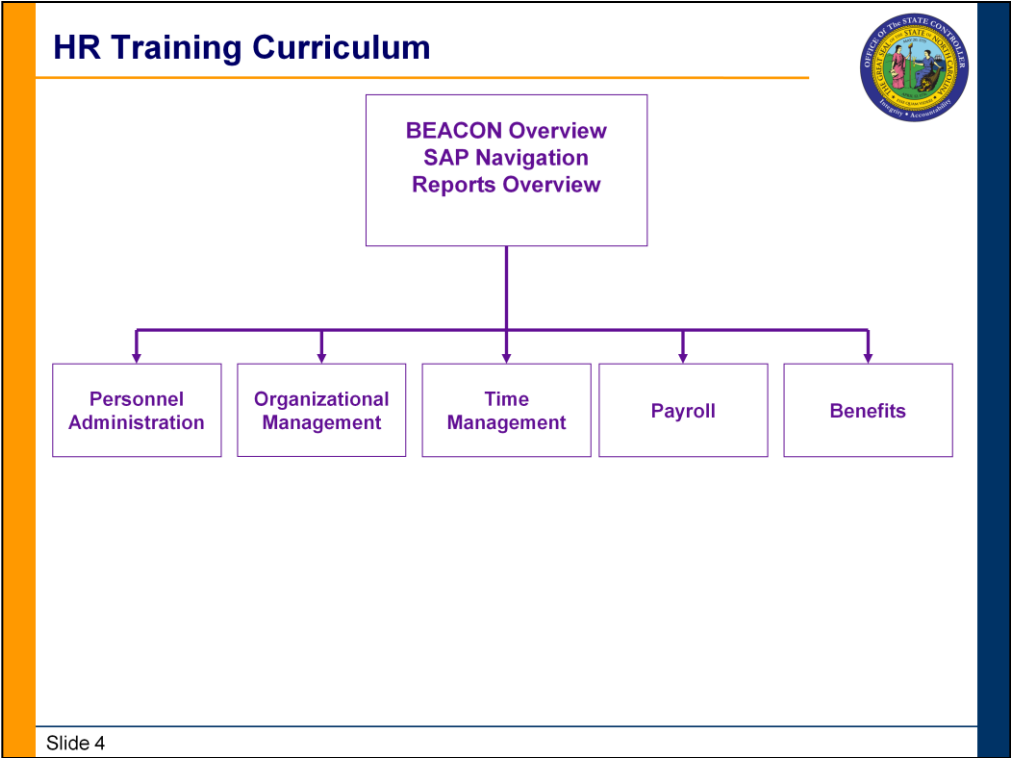


Slide 3

Notes

For maximum understanding of this course, please ensure that you have completed the above prerequisites.

It is critical that you have basic computer navigation skills and that you can toggle back and forth between different internet options.



Notes

The BEACON HR/ Payroll training program comprises several courses and different modules. Based on your HR role, you will attend courses in the Payroll module.

The courses are not designed for your specific division or agency procedures and policies. The training does not include all of the scenarios you encounter in your current job role. The courses are designed to give you basic knowledge and skills in the SAP application.

Course Map



Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

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This course includes five lesson modules.

Notes

Course Objectives



Upon completion of this course, you should be able to:

- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.

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Notes

Welcome: Strategy for Training

- Tell me

Concepts

Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- Show me

Demonstrations


Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- Let me

Exercises

Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- Support me

Availability

Instructor will be available to answer questions while the students complete the exercises



Slide 7

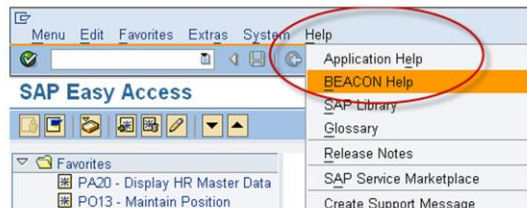
The Strategy for Training is a proven method of learning the most from this course. Please give your instructor your undivided attention when a demonstration is in progress. Be assured that ample consideration has been given for time to complete the hands on exercises.

Notes

Reference materials



- Student Guide
- Exercise Guide
- Online Resources
 - Business Process Procedures (BPPs)
 - Job Aids
 - BEACON Help



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Notes

As listed above, there are a variety of reference materials available including the Student Guide and Exercise Guide.

Online help includes Business Process Procedures (BPPs) which can be accessed via BEACON University or BEACON Help. BPPs provide step-by-step procedures by screen.

You can also access job aids and all of the course materials online via BEACON University.

Course Map



Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

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Notes

The first lesson of the course will be a detailed view of payroll processing for the State of North Carolina. This lesson will include some of the basics learned in the *Payroll Overview* course.

Lesson Objectives



Upon completion of this lesson, you should be able to:

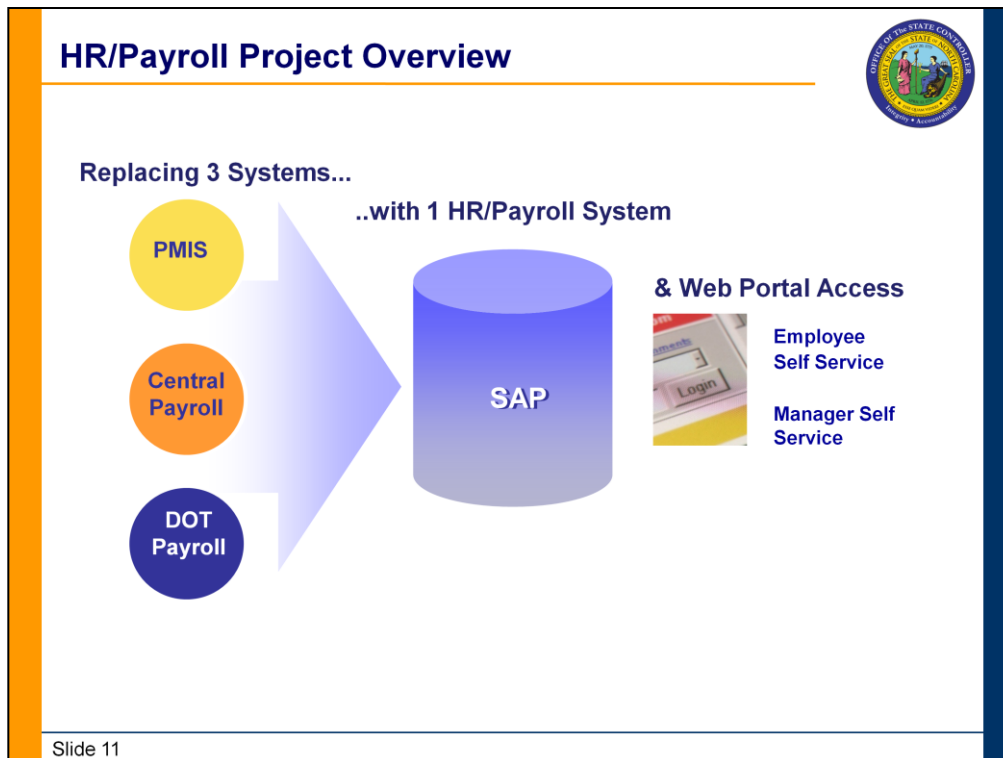
- Explain the details of payroll processing to include the calculation of:
 - gross pay
 - net pay
 - statutory deductions
 - voluntary deductions

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Notes

The objectives of the lesson are to further explore payroll processing as it applies to the State of NC.

Statutory and voluntary deductions will be explained further into the course.



As discussed in *PY200 Payroll Overview*, the BEACON project is a statewide collaboration to standardize the business processes in human resources, payroll, budget management, taxation, data storage, and accounting.

The Implementation of SAP replaced the following three systems:

- PMIS
- Central Payroll
- DOT Payroll

The SAP payroll module integrates with and accepts data from other modules such as Personnel Administration (HR master data), Employee Self Service, Benefits, and Time Management to accurately calculate payments to State employees and contractors.

Notes

Payroll Processing



- Payroll processing operations are supported by BEST Shared Services located within the Office of the State Controller.
- Individual payroll offices at participating agencies enter agency specific payroll deductions and supplements.

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Notes

BEST Shared Services will perform all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. Individual payroll offices at participating agencies are responsible for entering agency specific payroll deductions and supplements.

The SAP system will also maintain employee master data that will contain certain year-to-date data on each state employee. The State of NC is using the SAP Human Resource module as the system of record for all state employees' master data and the SAP Payroll module for paying state employees.

Remuneration Statement

Remuneration statement

Pay Period: 05/01/2007 through 05/31/2007
Check Date: 05/31/2007
Check #: 000000500391
EE Group: A-SPA Employees
EE Subgroup: 81-FT 5-FLS007 Perm
Position: 59909925-JJ COUNSELOR

| Earnings | Deductions | Taxes | Net |
|-------------------|------------|------------|------------|
| Current: 3,514.61 | - 1,331.84 | - 847.79 | = 1,334.98 |
| YTD: 13,794.02 | - 5,290.54 | - 2,520.35 | = 5,983.13 |

Earnings

Hours

Current

| | | |
|----------------------------|----------|-----------|
| Regular Salary | 0.11 | 9.68 |
| Shift Premium 10% | | 14.12 |
| Comp Time Payout | | 1.11 |
| Adverse Weather | | 1.11 |
| Military Leave/Active Duty | 176.08 | 3,514.72 |
| Paid Holiday | | 1.11 |
| Total Earnings | 3,514.61 | 13,794.02 |

Employee Self Service (ESS)

Name: Kathy Mardick
Organization: 1801-Juvenile Justice Delinquency
Personnel Subarea: NCGJ-7day Nora

Welcome to SAP GUI

DEACON
Office of the State Controller

Home | My Staff (MSB) | HELP | My Data (ESS) | SAP GUI |
Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

Paycheck Inquiry Service

Show Overview

Previous Salary Statement | Next Salary Statement | Exit

80.6%

Done

Employee Self Service

Name: JAHK 020008
Organization: 0700-Office Controller & Deacon Salary
Personnel Subarea: 0001-New Birth
Personnel Area: 0700-Office Controller and Deacon Salary
Time Contract: 07000001-0001
Work Identification:

| Earnings | Deductions | Taxes | Net Pay | Deductions | Taxes | YTD |
|-------------------|------------|------------|------------|------------|----------|-----------|
| Current: 3,514.72 | - 1,331.84 | - 847.79 | = 1,334.98 | 1,331.84 | 847.79 | 5,983.13 |
| YTD: 13,794.02 | - 5,290.54 | - 2,520.35 | = 5,983.13 | 5,290.54 | 2,520.35 | 13,794.02 |

Earnings

Hours

Current

| | | |
|----------------------------|----------|-----------|
| Regular Salary | 0.11 | 9.68 |
| Shift Premium 10% | | 14.12 |
| Comp Time Payout | | 1.11 |
| Adverse Weather | | 1.11 |
| Military Leave/Active Duty | 176.08 | 3,514.72 |
| Paid Holiday | | 1.11 |
| Total Earnings | 3,514.61 | 13,794.02 |

- A Remuneration statement is also called a "pay statement" or "pay stub".

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Notes

Remuneration statements are detailed lists of amounts and information for employees by payroll period. This usually includes:

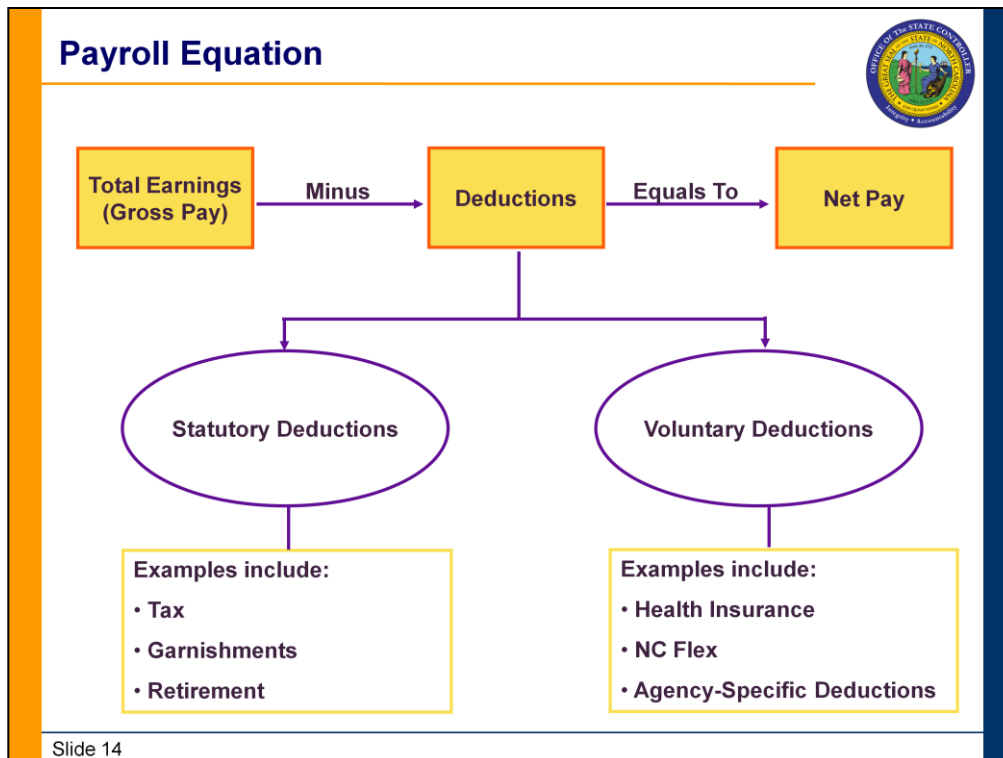
- Total Base Pay** – the sum of the Regular Salary, plus pay for Leave (including Holiday).
- Total Other Pay** - the sum of all supplemental pay (overtime, shift premium, additional hours etc.).
- Earnings** - *Total Base Pay* plus *Total Other Pay*.
- Deductions** - Benefit premiums, retirement contributions, Agency specific benefits, etc.
- Taxes** – Federal, state, local taxes for this pay period. The amount may vary from month to month based on earnings.
- Net Pay** - *Earnings* minus *Deductions* minus *Taxes* - the amount that employees receive in their paychecks for this pay period (also known as “take home” pay).

OSC will no longer print and distribute pay statements to State employees. For employees using ESS, using the My Pay tab will give the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.

See BEACON Help > Payroll > Job Aids > Remuneration Statement for detailed Remuneration Statement information.

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As discussed in PY200 , the process of payroll is to calculate pay for work performed by individual employees. To understand how pay is calculated, review the payroll equation as illustrated above.

When payroll is processed, **Total Earnings (sometimes referred to as gross pay)** is calculated for each employee. Examples of Total Earnings pay include: regular pay, shift pay, premium pay, holiday and overtime pay.

Deductions actually exist in two separate categories: Statutory and Voluntary. *Statutory deductions* are required by law. Examples include: Tax, Garnishments, and Retirement. *Voluntary deductions* are always requested or authorized by the employee. Voluntary deductions include: Health Insurance, NC Flex, and Agency-Specific Deductions.

Net Pay is Total Earnings pay minus all deductions. Net pay represents the employee's pay, and the amount deposited in their respective checking and/or savings accounts.

A detailed review of each part of this equation is discussed on subsequent pages.

Notes

Total Earnings (Gross Pay)

- Total Earnings pay is calculated using several factors
 - Time worked
 - Overtime
 - Shift work
 - Absences

The screenshot displays the SAP Remuneration statement for employee Kathy Mardick. It includes a table with columns for Earnings, Deductions, Taxes, Net Pay, and YTD. The 'Earnings' section is highlighted with a purple box, showing details for Regular Salary, Shift Premium 10k, Comp Time Payout, Adverse Weather, Military Leave/Active Duty, and Paid Holiday. The 'Deductions' section is also highlighted, showing details for TSERS EE, *DJJP-403b Jefferson P11, *icare PT, *Care Pre Plan PT, *C Flex Life Ins PT, and *C Flex Cancer PT. The 'Total Earnings' row shows a gross pay of 13,794.02.

| Earnings | Deductions | Taxes | Net Pay | Deductions | Current | YTD |
|---------------------|------------|------------|----------|--------------------------|----------|----------|
| Current: 3,514.61 - | 1,331.84 - | 647.79 = | 1,534.98 | TSERS EE | 210.88 | 827.66 |
| YTD: 13,794.02 - | 5,290.54 - | 2,520.35 = | 5,983.13 | *DJJP-403b Jefferson P11 | 1,000.00 | 4,000.00 |
| | | | | *icare PT | 100.00 | 300.00 |
| | | | | *Care Pre Plan PT | 100.00 | 100.00 |
| | | | | *C Flex Life Ins PT | 9.70 | 29.10 |
| | | | | *C Flex Cancer PT | 11.26 | 33.78 |
| | | | | Total Deductions | 1,331.84 | 5,290.54 |
| Total Earnings | | | | | | |

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Notes

As discussed in PY200 *Payroll Overview*, all SAP modules are integrated. Therefore, when an employee enters time via ESS or the Time Administrator enters an employee’s time in the Time Management module that information feeds directly into Payroll. Time Management updates the SAP HR/Payroll system on a nightly basis with employee information regarding the:


- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity
- Holidays

The above information is maintained via infotypes that become wage types used during the processing of payroll.

When calculating Total Earnings for employees, several factors are taken into consideration. Employee are assigned a basic pay amount to correspond with their working time. This pay amount can be based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to work overtime. The SAP system will calculate overtime pay for these employees based on time and payroll rules. If the working time for an employee occurs during the night, during the weekend, or on a public holiday, the SAP system will calculate the appropriate pay per employee as long as all infotypes for the employee have been set up appropriately.

Deductions

- Examples of Voluntary Deductions include:
 - Voluntary Supplemental Retirement Plans (e.g., 401-K)
 - United States Savings Bonds
 - Medical Insurance
 - NC Flex Plans
 - Supplemental Insurance
- Examples of Statutory Deductions include:
 - Retirement Contributions
 - Social Security (FICA) withholdings
 - Federal Income Tax withholdings
 - State Income Tax Withholdings
 - Garnishments



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Voluntary Deductions

Employee enrollment will be facilitated through the Benefits module of SAP or infotype 14, recurring deductions. Payroll will retrieve the monthly costs of the plans from Benefits.

Deductions and deduction frequencies are attached to the plans in payroll. Payroll can deduct according to employee's pay frequency.

Deductions can be prepaid prior to an employee going on leave so they still process while the employee is not receiving any pay.

Statutory Deductions

All State of NC employees must complete a W-4 Employee's Withholding Allowance Certificate form and the appropriate state withholding form. Form W-4 is used to claim withholding for federal income tax, and the appropriate state withholding form is used to claim withholding for state income tax. Withholding allowances determine how much income tax is withheld an employee's earnings.

Garnishments are considered a statutory deduction that is discussed in more detail on the next page.

Notes

Garnishments



- All appropriate garnishment rules (non-exempt amounts and disposable net) are built into SAP.
- All garnishment orders must be forwarded to the BEST Shared Services for processing.
- The order is entered into SAP; a notification letter is generated to the employee when requested.
- A letter is sent to the originator of the garnishment when the employee separates.
- A responding letter is sent to the court or organization issuing the garnishment order.
- When payroll executes on the next normal cycle or in an off-cycle process, the appropriate deductions are taken from the employee's pay.

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Notes

All appropriate garnishment rules will be built into SAP.

Setting up new garnishment orders involves forwarding all original documents to BEST Shared Services. BEST Shared Services will not accept copied or faxed garnishment orders. Priority of multiple garnishments is handled in configuration and setup of garnishments.

All active garnishments are owned by BEST Shared Services. Inactive employees will be the responsibility of the agency.

Deduction Priority



- What happens when an employee does not have enough net pay to capture all deductions?
 - All deductions are given a deduction priority (pretax and deferred deductions first, taxes second, garnishments third, then other deductions as prioritized).
 - All deductions are given a setting of how they should process if the employee does not have enough to deduct the full deduction.

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Notes

Net Pay



- Net pay is the amount an employee can take home after all deductions and taxes are taken out of the gross pay.
- Net pay is paid by direct deposit.

Remuneration statement

Pay Period: 05/01/2007 through 05/31/2007
Check Date: 05/31/2007
Check #: 0000000500391
EE Group: A-SPA Employees
EE Subgroup: B1-FT S-FLSAD1 Perm
Position: 5900029-JJ COUNSELOR

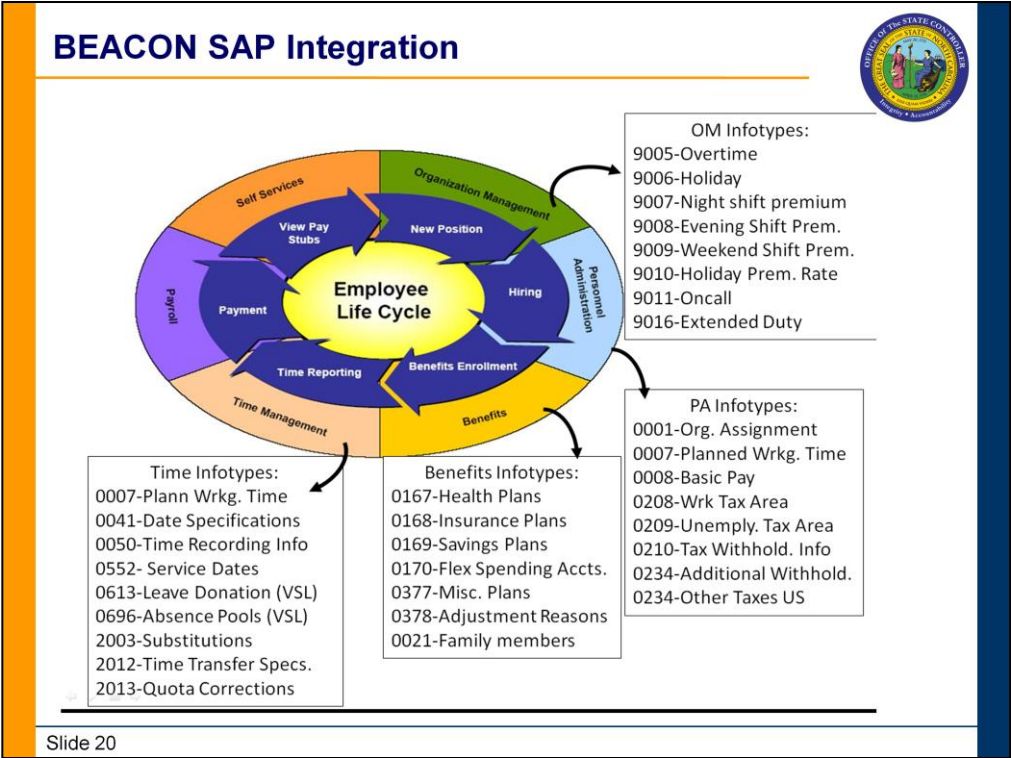
Name: Kathy Mardick
Organization: 1801-Juvenile Justice Delinquency
Personnel Subarea: NC01-7day Norm
Business Area: 1800-Juvenile Justice
Cost Center: 18000000-Juvenile Justice
Work Schedule:

| Earnings | Deductions | Taxes | Net Pay | Deductions | Current | YTD |
|---------------------------|------------|------------|-----------|---------------------------|----------|----------|
| Current: 3,514.61 - | 1,331.84 - | 647.79 = | 1,534.98 | USERS EE | 210.00 | 827.00 |
| YTD: 13,794.02 - | 5,290.54 - | 2,520.35 = | 5,983.13 | 70JJ0P-403b Jefferson P11 | 1,000.00 | 4,000.00 |
| | | | | TriCare PT | 100.00 | 300.00 |
| Earnings | Hours | Current | YTD | TriCare Pre Plan PT | | 100.00 |
| Regular Salary | | 0.11- | 9,690.03 | NC Flex Life Ins PT | 9.70 | 29.10 |
| Shift Premium 10% | | | 32.00 | NC Flex Cancer PT | 11.26 | 33.78 |
| Comp Time Payout | | | 149.78 | Total Deductions | 1,331.84 | 5,290.54 |
| Adverse Weather | | | 179.73 | | | |
| Military LeaveActive Duty | 176.00 | 3,514.72 | 3,514.72 | | | |
| Paid Holiday | | | 159.76 | | | |
| Total Earnings | | 3,514.61 | 13,794.02 | | | |

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Notes

The Net Payroll component of SAP processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net payroll processing is based on wage types entered in SAP employee master data as well as wage types that are calculated in the Gross Payroll component. Net payroll generates a results table containing wage types and amounts for all employees in a payroll run. This table serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory deduction reporting.



Notes

Because SAP an integrated system, entries made in other modules (a few are illustrated above) impact the amount employees are paid and the deductions that are taken from employees' pay.

The Infotypes from all modules must be completed and accurate for payroll to process successfully. Personnel Administration (PA) infotypes are discussed in more detail in a subsequent lesson.

Knowledge Check Poll #1



– Use the Polling section of your computer to answer the questions

Time elapsed: 0:23 Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.

☐ a. True

☐ b. False

2. SAP organizes Human Resources information into units called infotypes.

☐ a. True

☐ b. False

Submit

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Notes

- 1. Payroll offices at participating agencies are responsible for processing payroll including tax withholdings and employer matching costs.
 - ☐ a. True
 - ☐ b. False

- 2. BEST Shared Services will enter agency specific payroll deductions and supplements.
 - ☐ a. True
 - ☐ b. False

- 3. Employees with ESS can print their own remuneration statements, sometimes called pay stubs.
 - ☐ a. True
 - ☐ b. False

- 4. Which of the following are examples of a statutory deduction?
 - ☐ a. Taxes
 - ☐ b. Garnishments
 - ☐ c. Health Insurance
 - ☐ d. Parking

- 5. Which of the following are examples of a voluntary deduction?
 - ☐ a. Taxes
 - ☐ b. Garnishments
 - ☐ c. Health Insurance
 - ☐ d. Parking

Lesson Review



In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of:
 - gross pay
 - net pay
 - statutory deductions
 - voluntary deductions

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Notes

Course Map



Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

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The second lesson of the course will review displaying Human Resources master data records.

Notes

Lesson Review

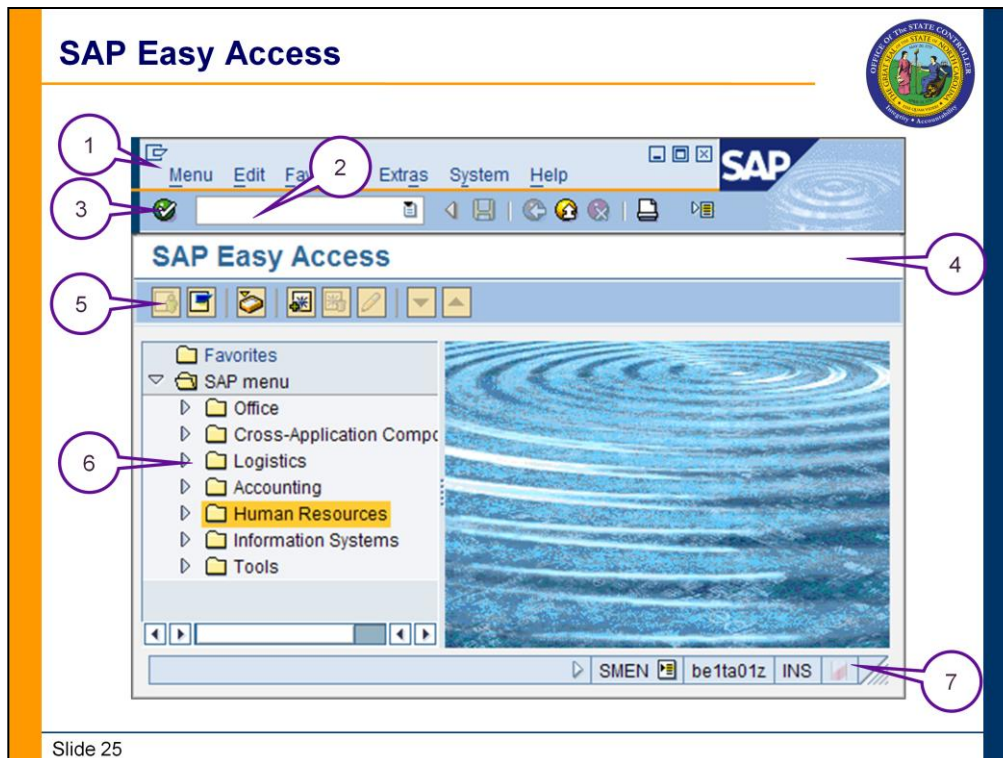


Upon completion of this lesson, you should be able to:

- Identify elements of an SAP screen
- Describe the correlation between HR master data and payroll
- Identify the transaction code and various infotypes used to access HR master data
- Log into and navigate within SAP
- Display HR master data records

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Notes



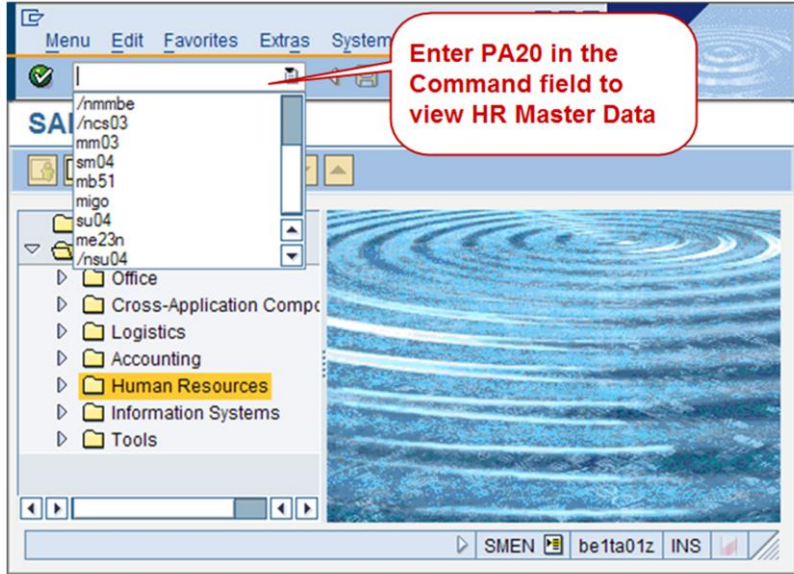
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Notes

Each screen within SAP has several features or elements as listed below:

1. **Menu bar** –screen specific headers that can be clicked for submenu actions.
2. **Command field** – field where the applicable transaction code is entered.
3. **Standard toolbar** – several command buttons for working with transactions and navigating between transaction screens.
4. **Title bar** – the name of the screen and/or transaction in the application window.
5. **Application toolbar** – a screen specific row of command buttons; replicates some commands that exist on the menu bar.
6. **Central work area** – located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
7. **Status bar** – contains the message field and system data field. The message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The system date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
8. **Popup window** (not pictured above) – The popup window is the second place that the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).

Command Field – Enter Transaction Code



Enter PA20 in the Command field to view HR Master Data

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Notes

Command field

The command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a **transaction code**. By entering that code in this field, the system will navigate to the initial screen of that transaction. The command field will also contain a list of recently used transaction codes. To view this list, click the list icon at the end of the field.

PA20 Transaction Code – Display HR Master Data

Using the PA20 transaction, you can display an employee's HR master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

The initial screen of PA20 will either display the last employee record viewed and allow the ability to search for an employee record to display. If the employee Personnel Number is readily available, enter the number in the Personnel no. field and display the employee record.

SAP HR Screen Elements

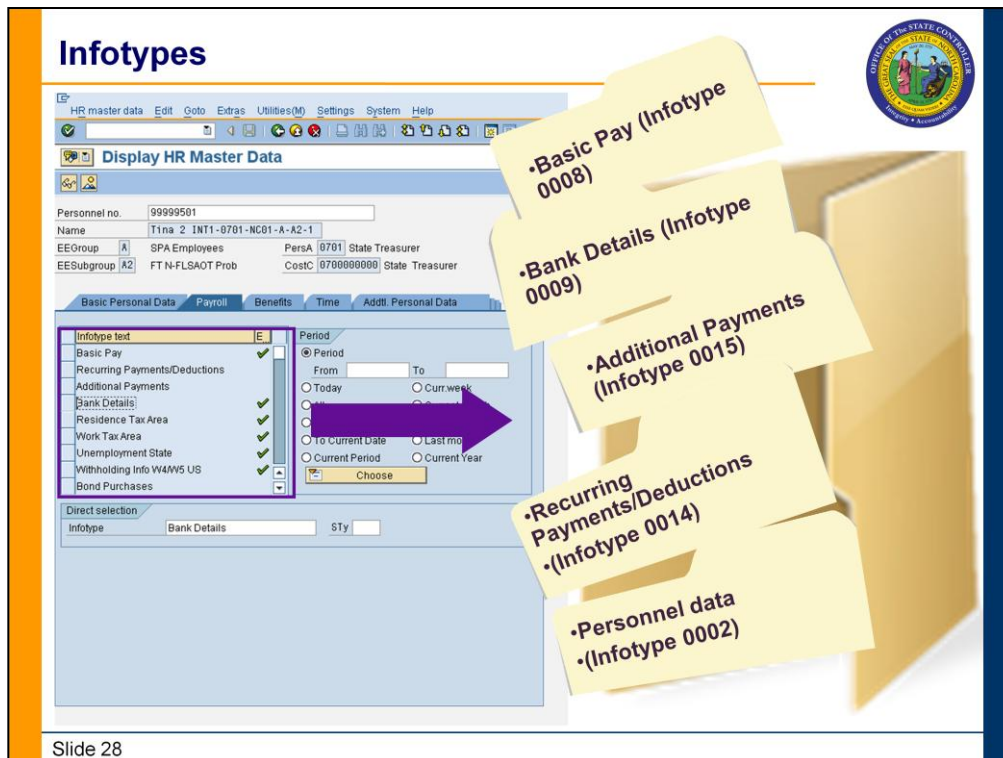
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Notes

Below is a description of the HR Master Data screen.

On the left hand side of the screen is the *Object Manager*, which is divided into a *Search Area* above and a *Selection Area* below. Use the *Search Area* to search employees according to certain criteria such as last name, first name, organizational assignment, and so on. A list is generated in the *Selection Area*. Select the employee personnel number in the selection area. Once the employee has been selected all information will display in the *Work Area* on the right hand side of the screen.

The right hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays data based on the menu or infotype chosen.



Notes

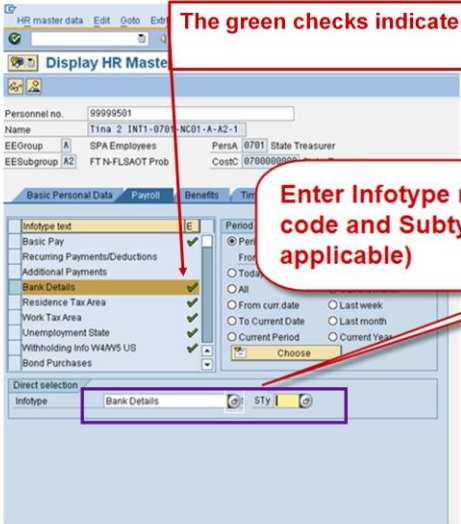
After you have accessed PA20 to reach the Display HR Master Data screen, you will find master data is organized into units of information called **infotypes**. Infotype is the term SAP uses to identify the screens that make up an employee's personnel file. Infotypes group related data fields together to form units of information in the HR module..

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Garnishment information, which includes garnishment order details, and types.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.

Infotypes and Subtypes



The green checks indicate a record exists

Enter Infotype numerical code and Subtype (when applicable)

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Infotypes

Each Infotype has a numerical key in addition to a name key. To access the infotype via numerical key, enter the number for the infotype in the **Infotype** field and click Enter. The system will display the name of the infotype you selected in the infotype field.

To access the infotype via matchcode, click the matchcode button, select the appropriate infotype from the list, and click Enter twice.

The green checks beside an infotype name indicate that data exists on the infotype; otherwise the infotype is blank. The above employee has Basic Pay, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US but no Recurring Payments Deductions, Additional Payments or Bond Purchases.


Subtypes

Subtypes are categories of infotypes that hold additional information. For example, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the **Main Bank** account for deposits and subtype 1 represents **Other Bank**. You can either enter the subtype code or use the matchcode to search for the subtype.

Notes

Infotypes

- Several Infotypes are required to be complete and accurate for successful payroll processing:
 - Infotype 0001 Organizational Assignment (PA)
 - Infotype 0003 Payroll Status (Payroll)
 - Infotype 0007 Planned Working Time (Time)
 - Infotype 0008 Basic Pay (PA)
 - Infotype 0009 Bank Details (Payroll)
 - Infotype 0208 Work Tax Area (PA)
 - Infotype 0209 Unemployment Tax Area (PA)
 - Infotype 0210 Tax Withholding Info (PA)/(Payroll)
 - Infotype 0234 Additional Withholding (if necessary) (PA)
 - Infotype 0235 Other Taxes US (if necessary) (PA)



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These infotypes are accessible via **PA20 (Display)** and **PA30 (Maintain)**. The chart below lists the appropriate security role(s) needed to maintain payroll dependent infotypes:

| Infotype Name | Infotype Number | SAP Security Role |
|-------------------------|-----------------|---|
| Organization Assignment | 0001 | HR Master Data Maintainer Short Term Disability Spec |
| Payroll Status | 0003 | Central Payroll Processing |
| Planned Working Time | 0007 | HR Master Data Maintainer |
| Basic Pay | 0008 | HR Master Data Maintainer |
| Bank Details | 0009 | HR Master Data Maintainer, Payroll Administration |
| Work Tax Area | 0208 | HR Master Data Maintainer, Payroll Administration, Central Payroll Processing |
| Unemployment Tax Area | 0209 | HR Master Data Maintainer, Payroll Administration Central Payroll Processing |
| Tax Withholding Info | 0210 | HR Master Data Maintainer, Payroll Administration, Central Payroll Processing |
| Additional Withholding | 0234 | Central Payroll Processing |
| Other Taxes US | 0235 | Central Payroll Processing |

Notes

Knowledge Check Poll #2



– Use the Polling section of your computer to answer the questions

Time elapsed: 0:23 Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.

☒ a. True

☐ b. False

2. SAP organizes Human Resources information into units called infotypes.

☐ a. True

☐ b. False

Submit

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Notes

1. All garnishments must be forwarded to BEST for processing.

- ☒ a. True
- ☐ b. False

2. Deductions are taken from the employee's pay based on a deduction priority.

- ☒ a. True
- ☐ b. False

3. Payroll uses employee Master Data which is grouped into screens of information called:

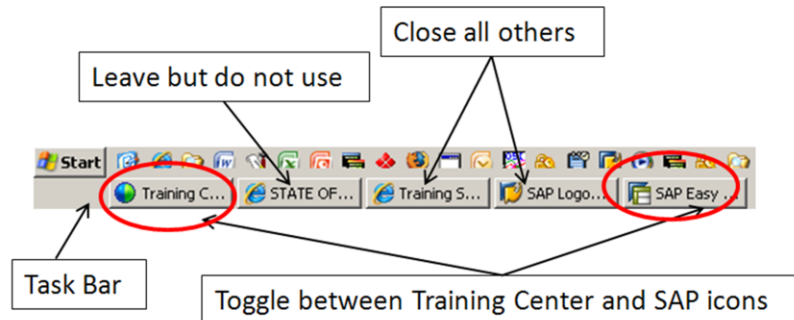
4. Some of the screens of information (identified in the previous question) have additional units of information called:

5. Which transaction is used to only display HR Master Data?

Performing Class Exercises (1 of 2)



After you logon to SAP, use the icons on your taskbar to move back and forth between the Training Center presentation and SAP



Slide 32

Notes

As indicated in *VC101 Virtual Class Navigation*, to perform exercises in a virtual class, you will navigate back and forth between the SAP application and the Webex Training Center. You will close some of the icons that appear on your taskbar to make it less confusing about which icons to use.

Look at the bottom of your screen now and you should see two icons:

State of NC- Office of Controller Webex and Training Center. You will leave both of these open during the course. If you have other applications open, you should close them now.

Give me a green check to let me know you see these two icons on your taskbar.

Performing Class Exercises (2 of 2)



After you complete a Virtual class exercise in BEACON SAP:

- Access the Training Center from your taskbar
- In the Participant's panel, click the **green check** icon



- Leave the green check active – the instructor will clear it

Slide 33

Notes

By using the green check to indicate you have completed an exercise, the instructor can see at a glance those students who may need additional time.

Exercise 2.1



Log onto SAP:

1. Access the SAP as you would in your work environment.
2. Enter your own user id and password.
3. Click the training GUI.
4. Click Training Sandbox E1T 899. The Easy Access screen appears.
5. On the taskbar, leave open the **Training Center, SAP Easy Access and State of NC** icons; close all other icons.
6. Click the Training Center icon on your taskbar to return to the Training Center.
7. Use the **Green Check** icon to let the Instructor know you have successfully logged on. Instructor will remove the check.



Slide 34

Notes

Exercise 2.2



- Display HR Master Data

In this scenario, you are displaying an HR master data record.



Slide 35

Notes

Use PA20 to display Master Data

Scenario: You need to display an HR master data record.

Work Instruction: Use the instructions in your Exercise Guide to complete this exercise.

Employee Search

- There are three basic search options via the Object Manager Search Area.

Object manager scenario: EMPLOYEE

Person

Collective search help

Search Term

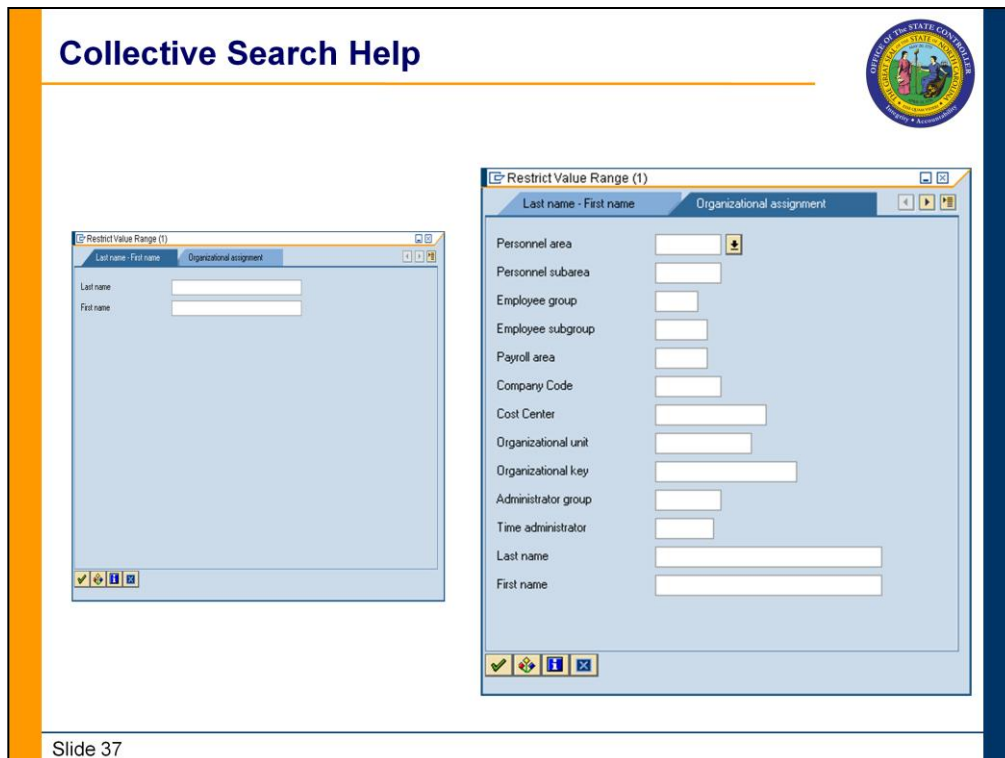
Free search

- Collective Search help is the most commonly used of the three.

Slide 36

Use the *Object Manager* to create a list of employees who meet specific selection criteria (for example: last name, personnel area, employee group).

Notes



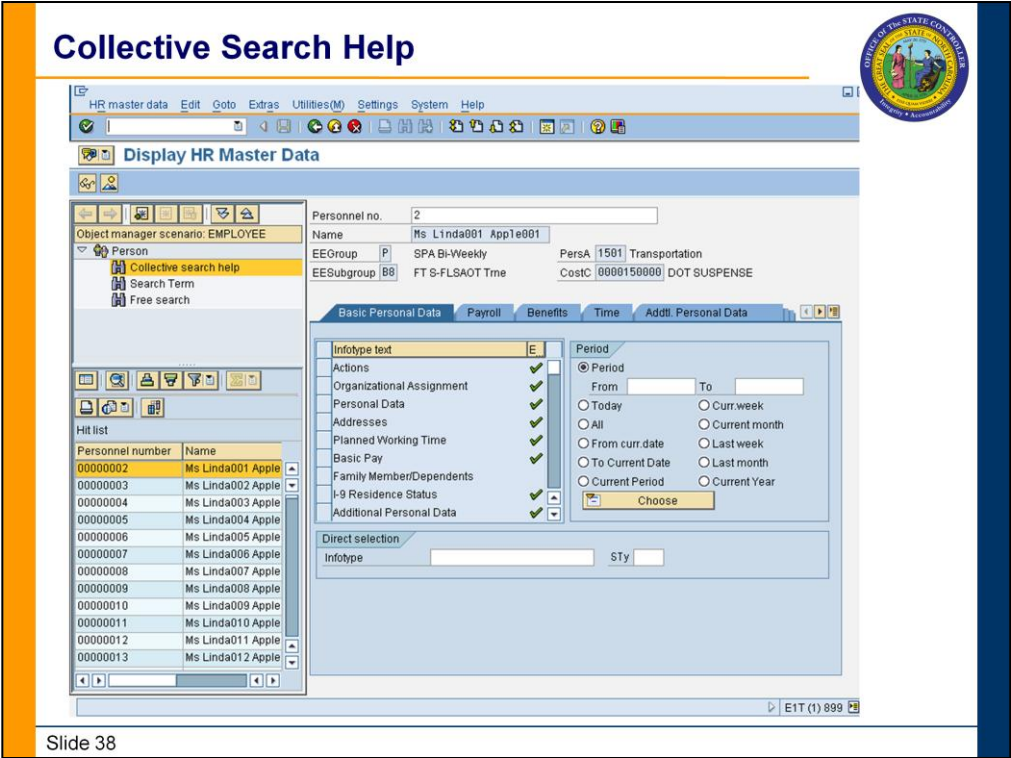
Searching for an employee record can be done using a combination of fields such as:

- Last Name
- First Name
- Personnel Area
- Employee Group
- Employee SubGroup

Use additional selection criteria to further limit the results of your search.

You can search on the name by entering =n.lastname. You can also search for a SSN by entering =c.ssn in the Personnel No field.

Notes



Notes

Using the *Object Manager* results list keeps you from having to back out of the information screen, search for another employee, and then come back into the information screen to view the same information for another employee.

To view another employee without researching just double-click the employee's name in the *Hit List*.

If you notice a **Start Date** column when searching for an employee, this **Start Date** represents the employee's date of birth.

Exercise 2.3



- Search HR Master Data

In this scenario, you need to retrieve information for Maureen Ahmed.



Slide 39

Notes

Scenario: You need to retrieve information for Maureen Ahmed.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

Lesson Review




In this lesson, you learned to:

- Describe the correlation between HR master data and payroll
- Identify the transaction code and various infotypes used to access HR master data
- Log into and navigate within SAP
- Display HR master data records


Slide 40

Notes


Take a Break



TRAINING



North Carolina
Office of the State Controller




Slide 41

Note to instructor: A break should be given about 1 hour after the virtual class begins which may or may not coincide with the end of a lesson. Refer to this slide at the appropriate time.

Notes

Course Map



Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

Slide 42

<Note to instructor: Based on the pace of the class, determine a logical place to conclude session A or begin Session B (which may or may not be at the end or beginning of a lesson).

The third lesson of the course will discuss how to view employee HR master data records as it relates to payroll functions.

Notes

Lesson Objectives



Upon completion of this lesson, you should be able to:

- Display Employee Bank Details IT0009.
- Display Recurring Payments/Deductions IT0014.
 - Cell Phone Supplement
 - Personal Use of State Vehicles
 - Combined Campaign
 - Agency-specific deductions and supplements
- Display Additional Payments IT0015.
 - Relocation Pay

Slide 43

Notes

Basic Infotype Functions

The screenshot shows the SAP HR Master Data interface. A purple box highlights two buttons: 'Display' (represented by a magnifying glass icon) and 'Overview' (represented by a person icon). Arrows point from these buttons to the corresponding sections in the SAP window. The 'Display' button points to the 'Display HR Master Data' window, and the 'Overview' button points to the 'Basic Personal Data' window. The 'Display HR Master Data' window shows a search for personnel number 93000512. The 'Basic Personal Data' window shows a list of infotypes with a 'Choose' button.

Slide 44


There are various ways to display employee master data infotype records.

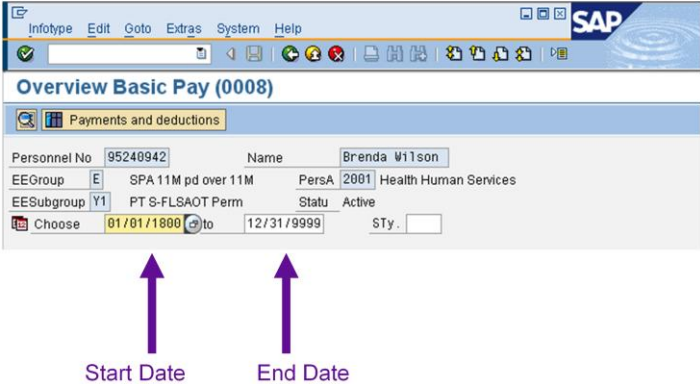
The Display button shows the full screen of infotype data. Upon selecting this button SAP will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

The Overview button provides a list or summary of records associated with an infotype. From this list, use the record selection button to highlight the infotype record of choice, then click the Choose button to display the record.

Notes

Infotype Validity Period





Slide 45


The time span on an infotype between the effective (start) date and an ending (to) date is called the **validity period**. When the record is entered, HR will always know the start date of a record, but usually won't know the end date. For example, if an employee is hired or promoted today the end date for either of those records is unknown. To accommodate for that uncertainty, BEACON SAP automatically allocates an end date of December 31, 9999 (sometimes referred to as the end of time) for all current records. When that current record ends, BEACON SAP applies the appropriate end date.

When an entry in an employee's BEACON SAP personnel record is revised the old record is not lost or overwritten (unless it is a correction entry). It just ceases to be the most current record. The old record remains in the system as part of the employee's history. Historical records will have actual start and end dates; the current record's end date is 12/31/9999. In case of a correction entry, the incorrect data is overwritten because you obviously don't need a historical record of the incorrect data.

When you use the overview function to view an employee's infotypes in BEACON SAP, some infotypes sort by date while others sort by other information and then date. When the infotype sorts by date, the most current record is always at the top of the list, with an end date of 12/31/9999. In PMIS, the current record was at the bottom of the list.

Notes

Delimit



Infotype Edit Goto Extras System Help

Overview Bank Details (0009)

Personnel No 99999500 Name Tina W Song

EEGroup A SPA Employees PersA 0701 State Treasurer

EESubgroup A2 FTN-FLSAOT Prob Statu Active

Choose 01/01/1800 To 12/31/9999 STy .

| Start Date | End Date | Payee | Payment method | Ban | Bank Key |
|------------|------------|-------------|------------------------|-----------|----------|
| 03/01/2007 | 12/31/9999 | Tina W Song | Payroll Direct DeposUS | 053108195 | |
| 01/01/2007 | 02/28/2007 | Tina W Song | Payroll Direct DeposUS | 053108195 | |

Two records denote an employee master data addition or change

Notice the start and end date on each record

Slide 46

Delimit means to end the validity period of a record. Usually, this is done automatically by SAP when the new record for an infotype is created; SAP automatically delimits the previous record to one day prior to the new record's effective date. This allows multiple instances of an infotype thereby creating historical records. Any record with an end date other than 12/31/9999 has been delimited.

This process of delimiting is very important because SAP is a date driven system.

Notes

Display Employee Bank Details IT0009



- All employees must use direct deposit.
 - Exception to policy must be requested in writing
- Direct deposit should be automatically entered by HR for new hires
- Employees can have multiple bank accounts
 - Percentage
 - Dollar amount
- Changes to bank accounts should be done on the first day of payroll period
- PA20 and IT0009 is the infotype used to view bank details
 - Select applicable subtype

Slide 47

Notes

As of October 1, 2007, the Office of State Controller required all employees paid through Central Payroll to use direct deposit. Direct Deposit information for current employees prior to Go-Live has been converted from Central Payroll to the SAP. Any exception to the policy must be requested in writing to the State Controller's Office. Direct Deposit information should automatically be entered for all new hires. Employees can have multiple bank accounts in SAP with either an additional percentage or dollar amount for deposit.

CRITICAL! - Changing bank accounts should be done on the first day of the payroll period. If it's changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, removing 20% of your pay from your main account A. Depending on the complexity of your account mapping and the amount of your paycheck, this could result in no pay to your main account.

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to display what already exists in the infotype record before making changes to HR master data.

Display Employee Bank Details

Overview Bank Details

Personnel No: 10990 Name: STANFORD HUSH
EEGroup: C SPA 10M pd over 10M PersA: 1691 Environment Natural Resources
EESubgroup: A2 FT N-FLSAOT Prob Status: Active
Choose: 01/01/1800 To: 12/31/9999 STy:

| Start Date | End Date | Payee | Payment method | Ban | Bank Key |
|------------|------------|---------------|----------------------|-----|-----------|
| 02/01/2007 | 12/31/9999 | STANFORD HUSH | Payroll Direct Depos | US | 253175494 |
| 06/27/2007 | 12/31/9999 | STANFORD HUSH | Cash Payment | | |

Display Bank Details

Personnel No: 10990 Name: STANFORD HUSH
EEGroup: C SPA 10M pd over 10M PersA: 1691 Environment Natural Resources
EESubgroup: A2 FT N-FLSAOT Prob Status: Active
Start: 02/01/2007 to 12/31/9999 Chng: 04/03/2007 (KAHED)

Bank details

Bank details type: Main bank
Payee: STANFORD HUSH
Postal Code/City: 286270000 CONCORD
Bank Country: USA
Bank Key: 253175494 COASTAL FEDERAL CREDIT UNION
Bank Account: 00014021000040 Bank control key: 01
Payment method: P Payroll Direct Deposit
Purpose:
Payment currency: USD

Bank details

Bank details type: Other bank
Payee: STANFORD HUSH
Postal Code/City: 286270000 CONCORD
Bank Country: USA
Bank Key:
Bank Account:
Bank control key:
Payment method: Cash Payment
Purpose:
Payment currency: USD
Standard value: 0.00 USD
Standard Percentage: 10.00

If employee chooses to split deposit he or she must either choose a dollar amount (Standard value) or percentage

Slide 48

Notes

The employee must have a single type “0 – Main bank” record for direct deposit. Employee’s may have up to 3 type “1 – Other bank” records. Each record must have a begin and end date.


How does Split Deposit work?

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other banks first and the remaining balance will be deposited in the Main bank.


For example:

Look at Stanford Rush’s split deposit represented above, when Stanford’s payroll is processed 10% will be deposited in his other bank and the balance will be deposited in his Main Bank.

Display Employee Bank Details



Welcome zaspmar 0002



Help | Log Off

My Staff (RSS) | Home | My Data (ESS)

Overview | My Employee Search | My Working Time | My Benefits | My Pay | My Personal Data

My Personal Data

My Personal Information

Addresses

Enter, change, or delete your addresses.

NOTE: If you have multiple addresses, please ensure your W-4 information is also updated.

Bank Information

Enter, change, or delete your bank information.

Family Member/Dependents

Enter, change, or delete information about your family members or dependents.


Display Own Data

Display your email

Work contact telephone number.

Welcome to the **My Personal Data** worksheet!

Welcome zaspmar 0002



Help | Log Off

My Staff (RSS) | Home | My Data (ESS)

Bank Information

Overview | Edit | Review and Save | Confirmation

1

2

3

4

Main bank

Payee: ABE PORTAL

Bank Name: RUTLAND FEDERAL CREDIT UNION

Account Number: 844740541

Edit

Previous Step

New Other bank

New Travel Expenses

Edit

Slide 49

Employees can use Employee Self Service to make changes to their Bank Details.

Employees that do not have access to ESS must contact their agency HR/Payroll office or contact BEST Shared Services to make changes to bank details.

Notes

Exercise 3.1



- Display Employee Bank Details – IT0009

In this scenario you need to view an employee's bank details.



Slide 50

Notes

Scenario: You received a call from Steven Lewis regarding his employee deposit. He needs to verify which bank he is using for direct deposit.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

Agency Deductions and Supplements



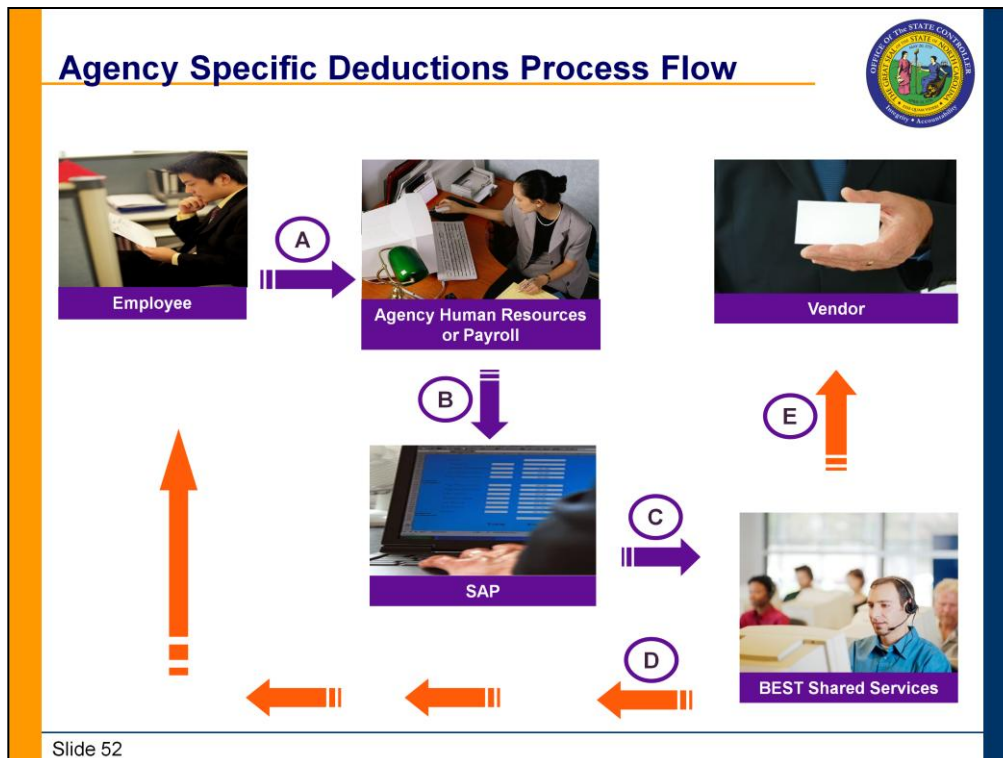
- Agency payroll staff are responsible for the following deductions and processes:
 - Cell Phone Supplement
 - Management of Personal Use of State Owned Vehicle
 - Combined Campaign
 - Relocation Pay
 - Agency Specific Insurance Plans
- Deductions can be recurring or one-time
 - IT0014 – recurring
 - IT0015 – one-time

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Notes

The definition of deductions was discussed in a previous lesson and in PY200. Remember the following points when dealing with deductions:

- Deductions can either be recurring IT0014 or one-time IT0015.
- Deductions are taken out of employee's pay during payroll run.
- Deductions are grouped and paid through Third Party Remittance as they become available.

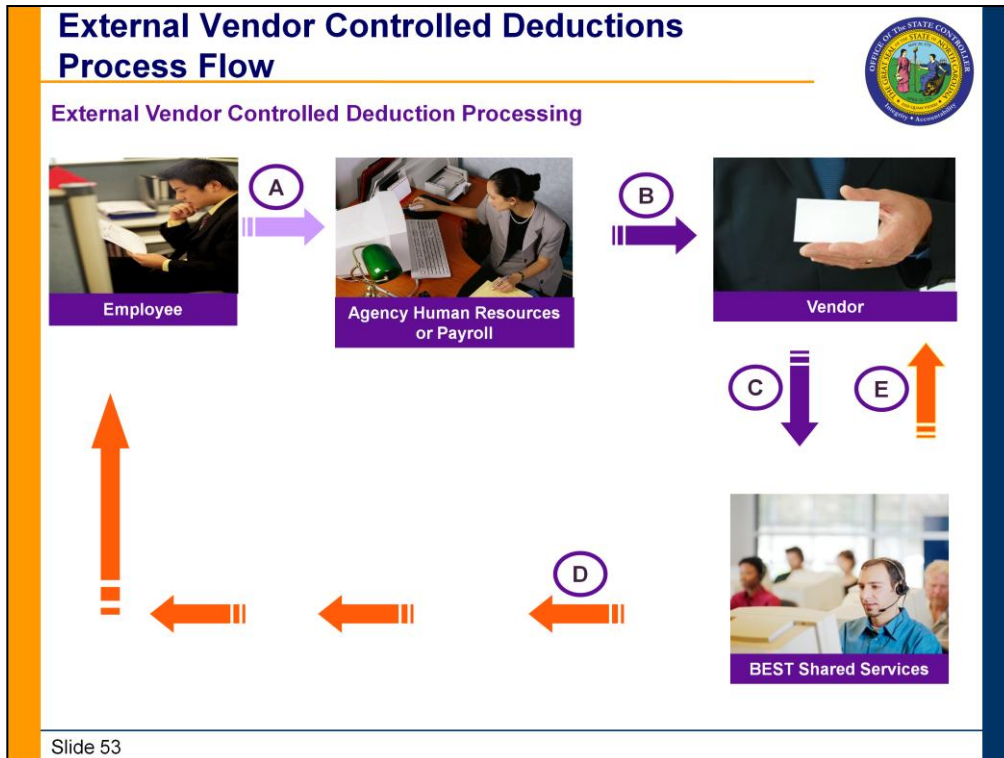


Notes

The following steps represent the Agency Specific deduction process.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources.
- B. Agency HR Rep or Payroll Rep enters the deduction into SAP.
- C. BEST Shared Services processes deduction information from SAP via payroll.
- D. Upon the next payroll run, the employee will see the deducted amount from his or her pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of an agency specific deduction is combined campaign.



Use this process flow for an external vendor controlled deduction.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources or Payroll.
- B. Agency HR Rep or Payroll Rep forwards the form to the vendor.
- C. Vendor provides deduction information to BEST Shared Services.
- D. BEST Shared Services receives and processes deduction information from vendor. Upon the next payroll run, the employee will see the deducted amount from his or her pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of external vendor controlled deduction is 401K.

Notes

Display Recurring Payments/Deductions



- Use Infotype 0014 Recurring Payments/Deductions.
- Used for two purposes:
 - To create recurring payments that will increase an employee's pay amount
 - To create recurring deductions that will reduce an employee's pay amount
- Once created, these payments/reductions continue until the end (or "to") date of the designated time period is reached.
- When you separate or transfer an employee, you must delimit Recurring Payments/Deductions or they will not be discontinued.

Slide 54

Notes

SAP Payroll looks at the current date of the payment/deductions to make sure they are to be taken in the current payroll run.

These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

Display HR Master Data

Personnel no. 93000505
Name Joseph Diamond
EEGroup SPA Employees
EESubgroup FT N-FLSAOT Perm
PersA 1601 Environment Natural Resource
CostC 1600000000 DENR

Object manager scenario: EMPLOYEE
Person
Collective search help
Search Term
Free search

Overview Recurring Payments/Deductions (0014)

Personnel No 93000505
Name Joseph Diamond
EEGroup SPA Employees
EESubgroup FT N-FLSAOT Perm
PersA 1601 Environment Natural Resources
CostC 1600000000 DENR
Status Active
Choose 01/01/1800 to 12/31/9999
STy.

| Wage type | Wage Type Long Text | From | To | O | Amount | Crcy |
|-----------|----------------------|------------|------------|---|--------|------|
| 2450 | NC Combined Campaign | 07/01/2007 | 12/31/9999 | A | 5.00 | USD |
| 2451 | SEANC Dues | 07/01/2007 | 12/31/9999 | A | 10.00 | USD |
| 2452 | SEANC Insurance | 07/01/2007 | 12/31/9999 | A | 160.42 | USD |

Slide 55

Notes

There are several ways to view an employee’s recurring payments/deductions. Use transaction code PA20 and enter infotype number 0014 in the infotype field or click the Payroll tab. As mentioned previously, the green check indicates if the infotype has data or not.

To display a list of Recurring Payments/Deductions for an employee, click the **Overview** icon. Notice in the illustration above the list includes “From” and “To” dates for each infotype. To view an individual record, select the record row, and then click the **Choose** (magnifying glass) icon.

Subtypes for IT0014

Overview Recurring Payments/Deductions (0014)

Personnel No 93800505 Name Joseph Diamond

EEGroup A SPA Employees PersA 1681 Environment Natural Resources

EESubgroup A1 FT N-FLSAOT Perm Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Wage type Wage Type Long Text From To Amount Cury

2450 NC Combined Campaign 07/1/20 12/31/9999

2451 SEANC Dues 07/1/20 12/31/9999

2452 SEANC Insurance 07/1/20 12/31/9999

Restrictions

| WT | Wage Type Long Text | Start Date | End Date |
|------|---------------------------|------------|------------|
| 1500 | Cell Phone Supplement | 01/01/1900 | 12/31/9999 |
| 1560 | Severance Pay NonTax Stat | 01/01/1900 | 12/31/9999 |
| 1565 | Severance Pay St Taxable | 01/01/1900 | 12/31/9999 |
| 1600 | Rent Stipend | 01/01/1900 | 12/31/9999 |
| 1625 | Governor's Supplement | 01/01/1900 | 12/31/9999 |
| 1628 | LT Governor's Supplement | 01/01/1900 | 12/31/9999 |
| 2101 | Parking DOT PT | 01/01/1900 | 12/31/9999 |
| 2102 | SSM Parking PT | 01/01/1900 | 12/31/9999 |
| 2104 | Parking DOT AT | 01/01/1900 | 12/31/9999 |
| 2105 | Commuting DOT | 01/01/1900 | 12/31/9999 |
| 2107 | SSM Parking AT | 01/01/1900 | 12/31/9999 |
| 2200 | 401K Loan | 01/01/1900 | 12/31/9999 |
| 2203 | 457 Def Comp Loan Payment | 01/01/1900 | 12/31/9999 |
| 2400 | SECU | 01/01/1900 | 12/31/9999 |
| 2405 | Member's Credit Union | 01/01/1900 | 12/31/9999 |
| 2450 | NC Combined Campaign | 01/01/1900 | 12/31/9999 |
| 2451 | SEANC Dues | 01/01/1900 | 12/31/9999 |
| 2452 | SEANC Insurance | 01/01/1900 | 12/31/9999 |
| 2453 | United Healthcare Ins | 01/01/1900 | 12/31/9999 |

87 Entries found

Examples include:

- Cell Phone Supplement
- Parking
- Membership Dues

Slide 56

Notes

The State of NC uses several subtypes to categorize recurring payments/deductions.

Agency deductions and supplements that will use this infotype are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Combined Contributions
- Agency Specific Insurance

Exercise 3.2



- Display Recurring Payments/Deductions - PA20 and IT0014
 - Marvin Tillman called to inquire about a recurring deduction that exists on his pay statement. Using Marvin's HR master data record, research his recurring payments/deductions so that you may return his call.



Slide 57

Notes

Scenario: Marvin Tillman called to inquire about a recurring deduction that exists on his pay stub. Using Marvin's HR master data record, research his recurring payments/deductions so that you may return his call.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

Display Additional Payments IT0015



- The type of additional payments will be determined by the type of employee.
- It is a **one-time** payment:
 - Only happens in the pay period associated with the date of origin on the infotype record
- Examples:
 - Incentive Award
 - Court Settlement - Payments

Slide 58

Notes


This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

A payment that is entered for a pay period that has already run will trigger a retro-calculation.

Example:

An additional payment for an exempt monthly person is entered on March 31st. March's pay is recalculated to include the additional payment. The difference will be paid in the April check.

Display Additional Payments IT0015



Display Additional Payments (0015)

Personnel No93000511NameAnn Marie INT50-6101-L002-K-A1-1

EEGroupK

EPA Employees

PersA6101

Education Lottery

EESubgroupA1

FT N-FLSAOT Perm

StatuActive

Chng06/22/2007ARICE

Additional Payments

Wage Type1500Cell Phone Supplement

Amount75.00USD

Number/unit0.00

Date of origin07/01/2007

Default Date00

Assignment Number

Reason for Change

Slide 59

Notes

Use transaction code PA20 enter the applicable infotype and subtype (or select from the Payroll tab).

The Date of origin field is extremely important. The date entered in this field lets the system know in which payroll run to include the payment. Please reference the payroll schedule for both monthly and bi-weekly payroll schedules. The amount will be included with the normal check for the pay period.

The only Agency deductions and supplements that will use this infotype are Relocation Pay. All documentation for relocation pay must be forwarded to BEST Shared Services. Best Shared Services will be responsible for creating this employee deduction.

VC_v1_ 040809

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Relocation Pay



- Relocation Pay reimbursement is determined on an agency per person basis.
- Employee expenses should be determined to be taxable/nontaxable and reimbursable/non-reimbursable.
- Use forms OSCPXA05 for Non Taxable Relocation and OSCPXA11 for a Taxable Relocation.
- All documentation must be sent to BEST Shared Services.
- DOT will continue to use SAP's Travel Management to submit relocation expenses.
- Use infotype 0015 Additional Payments.

Slide 60

Notes

The State of NC pays for relocation expenses in certain instances. These expenses are recorded by the different agencies. A determination is made as to which employee expenses are taxable/nontaxable and reimbursable/non-reimbursable. All necessary documentation is sent to BEST Shared Services for payment and/or tracking of non-taxable W-2 information.

Employment reimbursement for relocation is processed in two ways. The first way is for the agency payroll to submit for payment reimbursable expenses incurred by the employee to BEST Shared Services. Then these expenses are paid on the next schedule payroll run.

The second way is when there are relocation expenses when the employee is not due reimbursement. This type of expense would include payments to third party vendors such as a moving company. A determination is also made as to which portions of these expenses are taxable.

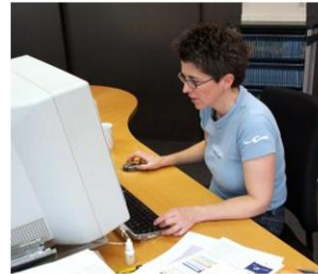
All documentation will be sent to BEST Shared Services for creation of Infotype 0015 based upon taxation and reimbursement.

The above process applies to all agencies except the Department of Transportation. Department of Transportation will continue to use SAP's Travel Management module for all travel and relocation expenses.

Exercise 3.3



- Display Additional Payments - PA20 and IT0015
 - Ervin Santiago received \$75.00 extra dollars in his pay. He called the agency HR/Payroll office to ask why the additional funds appeared on his pay statement.



Slide 61

Notes

Scenario: Ervin Santiago received \$75.00 extra dollars in his pay. He called the agency HR/Payroll office to ask why the additional funds appeared on his pay statement.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

Knowledge Check Poll #3



- Use the Polling section of your computer to answer the questions

Time elapsed: 0:23 Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.

☐ a. True

☐ b. False

2. SAP organizes Human Resources information into units called infotypes.

☐ a. True

☐ b. False

Submit

Slide 62

Notes

1. Infotype 0009 can be used to see if someone has a recurring payment or deduction.

- ☐ a. True
- ☐ b. False

2. Which infotype is used for a recurring payment/deduction?

- ☐ a. 0009
- ☐ b. 0014
- ☐ c. 0015

3. Which infotype is used for a one-time payment to an employee?

- ☐ a. 0009
- ☐ b. 0014
- ☐ c. 0015

4. In addition to HR Personnel Administration, Payroll pulls information from several other modules including Time and Benefits.

- ☐ a. True
- ☐ b. False

Lesson Review



In this lesson, you learned to:

- Display Employee Bank Details (IT 0009)
- Display Recurring Payments/Deductions (IT 0014)
 - Agency-specific deductions and supplements
 - Cell Phone Supplement
 - Combined Campaign
 - Personal Use of State Vehicles
- Display Additional Payments (IT 0015)
 - Relocation Pay

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Notes

Course Map

Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review



Slide 64

The fourth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

Notes

Lesson Objectives



Upon completion of this lesson, you should be able to:

- Describe SAP report types and features.
- Display and understand the following SAP reports:
 - Display Payroll Results PC_PAYRESULT
 - Display and print Remuneration Statements
ZPYR001 (mass printing)
PC00_M99_HRF (individual or small group printing)
 - Display the Wage Type Reporter PC00_M99_CWTR
 - Define the Payroll Journal PC00_M10_CLJN

Slide 65

Notes

Basic SAP Reporting Structure

SAP reports can be exported into Excel for further processing

Columns

Key column

Rows

General data selection (valid for the entire report)

Excel Spreadsheet

Slide 66

Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

Each row in a line-item report displays the data about a single object, such as an employee. The data are arrayed in columns, which are capped by headers that identify the data. The rows are usually organized vertically by default according to the contents of the first column.

Notes

From SAP to Excel

| CoCd | PA | PA text | Subar | PS text | LVT | Long text | For-p | Number of | Amot |
|------|------|-----------------|-------|-----------|------|--------------|--------|-----------|----------|
| NC01 | 0201 | Judicial Branch | NC01 | 7dav Norm | /101 | Total gross | 200705 | 0.00 | 99,954.1 |
| | | | | | /101 | | | 0.00 | 99,954.1 |
| | | | | | /102 | 401(k) Wages | 200705 | 0.00 | 99,954.1 |

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Notes

Most reports can be exported to Excel for data manipulation.

Depending upon the report, use one of the following methods to export the report.


- Follow the menu path **System > List > Save > Local file**.
- Follow the menu path **List > Export > Spreadsheet** (Excel). Look under the first menu path – the title may change depending on the report.
- Click the Local File icon (as seen above). This icon is not available on all reports.

The next step will be naming the file and placing in the appropriate file location.

Reporting Features

SAP offers several reporting features:

- Variants
- Report Layout
- Sorting
- Totals and subtotals



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Reporting Tips:

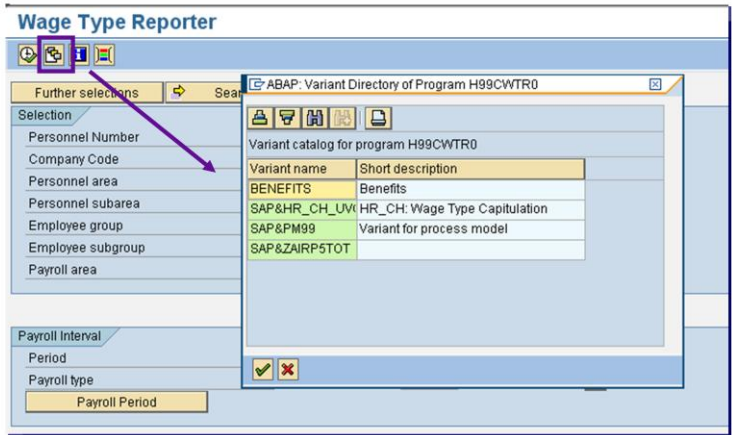
- The more selection criteria used, the smaller the data pool that will be included in the report.
- If you are unsure how long it will take the report to run, open a 2nd SAP session.
- Don't forget that if a report is taking a long time to process, use the Stop Transaction feature to end the report.

Notes

Report Variants



- **Report variants** provide a way for storing pre-defined selection criteria for later report execution.



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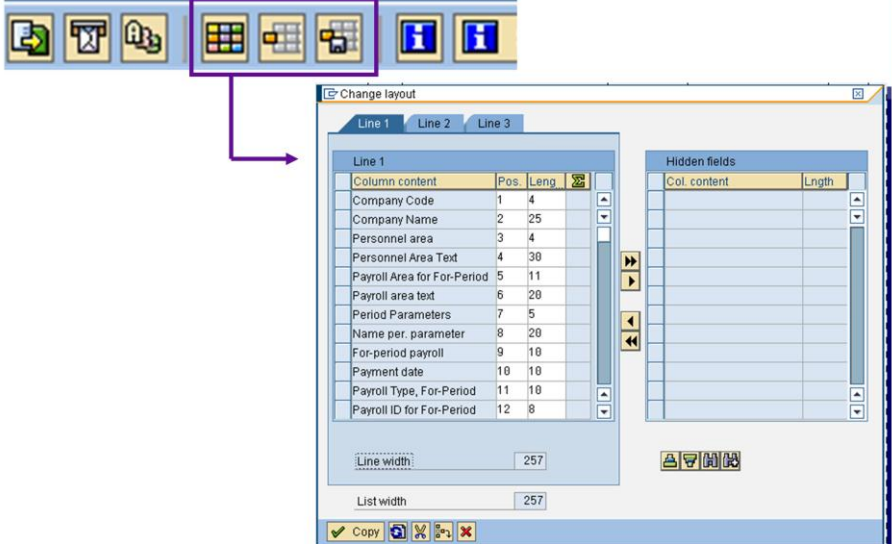
Notes

If you often run the same program with the same set of selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

- Each report can have multiple variants.
- Variants are report-specific.
- Reports that run in Background require variants.

Report Layout

- Field and User Layout Options




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Notes


After executing, a list display is created that shows the documents in sequence and possibly grouped.

- Filters or sorting can change the arrangement (if available).
- Screen display can be customized on some reports.
- Fields can be added or removed to show appropriate data.

Sorting



The sorting function rearranges the rows of line-item reports according to the contents of one or more selected data columns also known as “*sorting columns*”



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Notes

You can arrange these rows in either alphanumerical (i.e., A to Z, or 1 – 1000) or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

Single-Column Sort of a Line-Item Report

- *Step 1.* Click the header of the sort column to select it.
- *Step 2.* Click the Sort descending or Sort ascending button.



When sorting using multiple columns, the first or left-most column becomes the primary sorting column, the second left-most column becomes the secondary sorting columns, and so on.

Multiple-Column Sort of a Line-Item Report

- *Step 1.* Click-and-drag across the headers of the sorting columns (if they are next to one another) to select and highlight them.
- OR
- Press and hold the **CTRL KEY** on your keyboard, click the primary sorting column first, the secondary column second, and so on, then release the **CTRL KEY**.
- *Step 2.* Click either the Sort ascending or Sort descending button.

Creating Totals and Subtotals



- Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the “Total” button (if available). 
- If a total has been created for a column, create subtotals by clicking the “Subtotals” button (if available). 
- The total and subtotals for more than one column can be displayed at the same time.
- It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

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Notes

Payroll Specific Reports



- The following represents the SAP Payroll Specific reports covered in this course:
 - Payroll Results PC_PAYRESULT
 - Remuneration Statements PC00_M10_HRF & ZPYR001
 - Off-Cycle Workbench – Payroll History PUOC_10
 - Wage Type Reporter PC00_M99_CWTR
 - Payroll Journal PC00_M10_CLJN

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Notes

Overview – Views of the Payroll Reports

Technical View

Payroll Results

Employee View

Remuneration Statement

Off Cycle Workbench

Department View

Wage Type Reporter

Payroll Journal

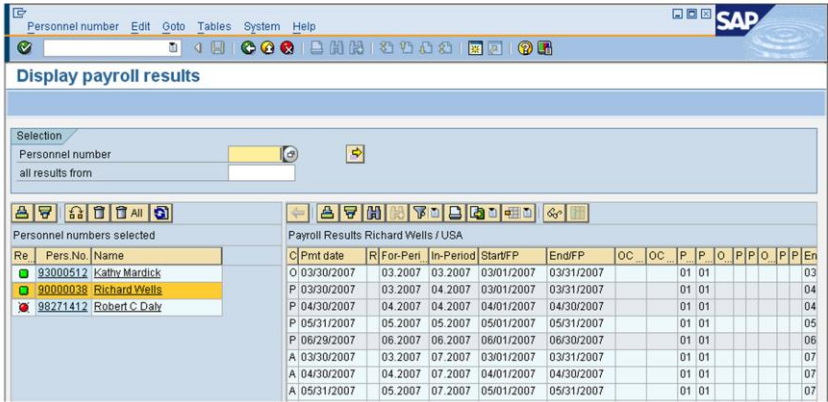

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The SAP Payroll system allows different views of payroll reports. These are described in detail on the following pages.

The first explanation is about the “technical view” or high level report.

Notes

Payroll Results



The screenshot shows the SAP 'Display payroll results' screen. On the left, a 'Personnel numbers selected' list includes Kathw Mardick (930000512), Richard Wells (90000038), and Robert C Daly (98271412). The right pane displays 'Payroll Results Richard Wells / USA' as a table with columns for payment date, fiscal year, in-period, start/end of fiscal period, and various payroll codes (OC, P, O, P, O, P, P, En). The most recent period (05/31/2007) is highlighted.

| Re | Pers.No. | Name | C | Pmt date | R | For-Peri | In-Period | StartFP | EndFP | OC | OC | P | O | P | O | P | P | En |
|----|----------|------|---|------------|---|----------|-----------|------------|------------|----|----|----|----|---|---|---|---|----|
| | | | O | 03/30/2007 | | 03.2007 | 03.2007 | 03/01/2007 | 03/31/2007 | | | 01 | 01 | | | | | 03 |
| | | | P | 03/30/2007 | | 03.2007 | 04.2007 | 03/01/2007 | 03/31/2007 | | | 01 | 01 | | | | | 04 |
| | | | P | 04/30/2007 | | 04.2007 | 04.2007 | 04/01/2007 | 04/30/2007 | | | 01 | 01 | | | | | 04 |
| | | | P | 05/31/2007 | | 05.2007 | 05.2007 | 05/01/2007 | 05/31/2007 | | | 01 | 01 | | | | | 05 |
| | | | P | 06/29/2007 | | 06.2007 | 06.2007 | 06/01/2007 | 06/30/2007 | | | 01 | 01 | | | | | 06 |
| | | | A | 03/30/2007 | | 03.2007 | 07.2007 | 03/01/2007 | 03/31/2007 | | | 01 | 01 | | | | | 07 |
| | | | A | 04/30/2007 | | 04.2007 | 07.2007 | 04/01/2007 | 04/30/2007 | | | 01 | 01 | | | | | 07 |
| | | | A | 05/31/2007 | | 05.2007 | 07.2007 | 05/01/2007 | 05/31/2007 | | | 01 | 01 | | | | | 07 |

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Notes

Payroll Results - PC_PAYRESULT

Use this technical report to display payroll results for one or more personnel numbers. It shows if any retro calculations were done for specific pay period. Agency payroll technicians will be able to display the payroll results for employees in their organizational structure only (defined by security).

Use this function to access infotype information such as basic pay, employee tax details, address, personal characteristics etc. Double-click a line to set this information for that line item.




Retro calculations may affect pay amounts in ways you cannot see when you look at infotypes for an employee.

The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee's name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.


Payroll Results








- The symbol in the Results column shows if there are results for the selected period.
 -  Results exist (green filled square)
 -  No results exist (red filled circle)
 -  You have no authorization to display the results (grey filled diamond)

Display payroll results




Selection

Personnel number 

all results from

Personnel numbers selected

| Re | Pers.No. | Name |
|---|----------|----------------|
|  | 33000512 | Kathy Mardick |
|  | 30000038 | Richard Wells |
|  | 38271412 | Robert C. Daly |

Payroll Results Richard Wells / USA


| C | Pmt date | R | For-Peri | In-Period | StartFP | EndFP | OC | OC | P | O | P | O | P | P | En |
|---|------------|---|----------|-----------|------------|------------|----|----|----|----|---|---|---|---|----|
| O | 03/30/2007 | | 03.2007 | 03.2007 | 03/01/2007 | 03/31/2007 | | | 01 | 01 | | | | | 03 |
| P | 03/30/2007 | | 03.2007 | 04.2007 | 03/01/2007 | 03/31/2007 | | | 01 | 01 | | | | | 04 |
| P | 04/30/2007 | | 04.2007 | 04.2007 | 04/01/2007 | 04/30/2007 | | | 01 | 01 | | | | | 04 |
| P | 05/31/2007 | | 05.2007 | 05.2007 | 05/01/2007 | 05/31/2007 | | | 01 | 01 | | | | | 05 |
| P | 06/29/2007 | | 06.2007 | 06.2007 | 06/01/2007 | 06/30/2007 | | | 01 | 01 | | | | | 06 |

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Notes

When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.

Payroll Results



Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number
all results from

Personnel numbers selected

| Re | Pers.No. | Name |
|----|----------|----------------|
| | 93000512 | Kathy Mardick |
| | 90000038 | Richard Wells |
| | 98271412 | Robert C. Daly |

Payroll Results Richard Wells / USA

| | Cl | Print date | R | For-Peri | In-Period | Start/FP | End/F |
|---|----|------------|---|----------|-----------|------------|-------|
| O | | 3/30/2007 | | 03.2007 | 03.2007 | 03/01/2007 | 03/31 |
| P | | 3/30/2007 | | 03.2007 | 04.2007 | 03/01/2007 | 03/31 |
| P | | 4/30/2007 | | 04.2007 | 04.2007 | 04/01/2007 | 04/30 |
| P | | 5/31/2007 | | 05.2007 | 05.2007 | 05/01/2007 | 05/31 |
| P | | 6/29/2007 | | 06.2007 | 06.2007 | 06/01/2007 | 06/30 |
| A | | 3/30/2007 | | 03.2007 | 07.2007 | 03/01/2007 | 03/31 |
| A | | 4/30/2007 | | 04.2007 | 07.2007 | 04/01/2007 | 04/30 |
| A | | 5/31/2007 | | 05.2007 | 07.2007 | 05/01/2007 | 05/31 |


Click on an employee’s name listed on the left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

Status Indicators:

- A – Used for a payroll result generated by the last payroll run. The result is current (actual result of current payroll).
- P - Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (prior or previous result).
- O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (old result).

Notes

Payroll Results



Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number
all results from

Personnel numbers selected

| Re | Pers.No. | Name |
|----|----------|---------------|
| | 93000512 | Kathy Mardick |
| | 90000038 | Richard Wells |
| | 98271412 | Robert C Daly |

Payroll Results Richard Wells / USA

| C | Prnt date | R | For-Peri | In-Period | StartFP | EndF |
|---|------------|---|----------|-----------|------------|-------|
| O | 03/30/2007 | | 03.2007 | 03.2007 | 03/01/2007 | 03/31 |
| P | 03/30/2007 | | 03.2007 | 04.2007 | 03/01/2007 | 03/31 |
| P | 04/30/2007 | | 04.2007 | 04.2007 | 04/01/2007 | 04/30 |
| P | 05/31/2007 | | 05.2007 | 05.2007 | 05/01/2007 | 05/31 |
| P | 06/29/2007 | | 06.2007 | 06.2007 | 06/01/2007 | 06/30 |
| A | 03/30/2007 | | 03.2007 | 07.2007 | 03/01/2007 | 03/31 |
| A | 04/30/2007 | | 04.2007 | 07.2007 | 04/01/2007 | 04/30 |
| A | 05/31/2007 | | 05.2007 | 07.2007 | 05/01/2007 | 05/31 |

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When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

For-period: Shows the period that the payroll line affects. For example, if a change was made in August that affects May payroll, the For-Period column will show a May date.

In-period: Shows when a change was made, regardless of the payroll run it affects. For example, if a change was made in August that affects May payroll, the For-Period column will show an August date.

Notes

Payroll Results

Personnel number

Selection

Personnel number

all results from

Personnel numbers selected

| Re | Pers.No. | Name |
|----|----------|---------------|
| | 93000512 | Kathy Mardick |
| | 90000038 | Richard Wells |
| | 98271412 | Robert C Daly |

Payroll Results Richard Wells / U

| C | Pmt date | R | For-Peri | In-P |
|---|------------|---------|----------|------|
| O | 03/30/2007 | 03.2007 | 03.2 | |
| P | 03/30/2007 | 03.2007 | 04.2 | |
| P | 04/30/2007 | 04.2007 | 04.2 | |
| P | 05/31/2007 | 05.2007 | 05.2 | |
| P | 06/29/2007 | 06.2007 | 06.2 | |
| A | 03/30/2007 | 03.2007 | 07.2 | |
| A | 04/30/2007 | 04.2007 | 07.2 | |
| A | 05/31/2007 | 05.2007 | 07.2 | |

Payroll Results

| Name | Nu |
|---|-----|
| WPBP Work Center/Basic Pay | 1 |
| RT Results Table | 18 |
| RT_ Results Table (Collapsed Display) | 18 |
| CRT Cumulative Results Table | 208 |
| CG Cost Distribution | 1 |
| VO Variable Assignment | 5 |
| ARRRS Arrears | 4 |
| DDNTK Deductions not taken | 4 |
| VERSION Information on Creation | 1 |
| PCL2 Update information PCL2 | 1 |
| VERSC Payroll Status Information | 1 |
| TAX Employee tax details | 2 |
| TAVR Residence and unemployment tax details | 4 |
| TAVPR Tax proration table | 1 |
| TCRT Cumulated tax results | 405 |
| NAME Name of Employee | 1 |
| ADR Address | 1 |
| PERM Personal Characteristics | 1 |
| MODIF Modifiers | 1 |

Double click the payment date to view the payroll tables related to that payment date.

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Notes

Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

- WPBP – Work Center/Basic Pay
- RT – Results Table or RT_ - Results Table (Collapsed Display)
- ARRRS – Arrears
- DDNTK – Deductions Not Taken

Payroll Results

Table WPBP – Work Center/Basic Pay

Payroll Results

Personnel No. 93000512 Kathy Mardick - USA

Seq. number 00067 - accounted on 06/26/2007 - current result

For-Period 06.2007 (06/01/2007 - 06/30/2007)

In-Period 07.2007 (Fin.: 07/31/2007)

Table WPBP - Work Center/Basic Pay

| No | Start | End | Action | Action Text | ActRsn | Cust. | Emp1 | SPay | Active | CoCd | PArea | | |
|-----------|-------------|------------|----------|-----------------------|-----------|---------|------------|------------------|---------|--------|----------|----------|---------|
| PersSubAr | PCostCenter | EEGrpg | EESubGrp | GrpCalRule | Position | BusArea | OrgKey | EmplCont | OrgUnit | Job | | | |
| StatTime | PvsRule | EMPT | CDays | WDays | WHrs | CD1W | WD1W | WH1W | WkHrs | CapLev | PSType | PSArea | PSGroup |
| PSLevel | CostDist | DynDWS | WkHrs | WkDays | Funds Ctr | Fund | Func. Area | Grant | | | | | Segmen |
| 01 | 06/01/2007 | 06/30/2007 | Z3 | Leave of Absence (NC) | 09 | | | 3 | 1 | X | NC01 | 1801 | |
| NC01 | 1800000000 | A | 81 | 3 | 59900929 | 1800 | | 18011851000000 | TC | | 19900900 | 30002163 | |
| 1 | 001N005N | 100.00 | 30.00 | 21.00 | 168.00 | 30.00 | 21.00 | 168.00 | 173.30 | 100.00 | 01 | 01 | 6R08 |
| GR | X | | 8.00 | 0.00 | | | 181210001 | 6000000000000001 | | | | | |

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Notes

This table allows you to compare hours worked to planned hours. You can use it to investigate questions about shift pay and overtime. Also you can see if any splits occurred because of work schedule changes in the payroll period.

This table is created due to the following infotypes:

- 0001 – Organization Assignment
- 0007 – Work Schedule
- 0008 – Basic Pay (Earnings)

173.33 = Target Hours
(2080 / 12 = Average Monthly Hours Worked)

Planned Hours

- CDays = Calendar Days
- WDays = Work Days
- WHrs = Work Hours

Actually Worked

- CD1W = Calendar Days
- WD1W = Work Days
- WH1W = Work Hours

Payroll Results

Table RT – Results Table

Payroll Results

Personnel No. 93000512 Kathy Mardick - USA
Seq. number 00067 - accounted on 06/26/2007 - current result
For-Period 06/2007 (06/01/2007 - 06/30/2007)
In-Period 07/2007 (Fin.: 07/31/2007)

Table RT - Results Table

| PICKTR | Wage | Salary type | WC | C1 | C2 | C3 | Assign | X11Pa | CA | BT | Ass |
|--------|------|-------------|-----------------------|----|-------|--------|----------|-------|----|----|-----|
| Var | ss | gn | On | t | Rate | Number | Amount | | | | |
| * | /100 | ER | benefit contributions | | | | 60.50 | | | | |
| * | /500 | Tax | base wage | | | | 3,514.61 | | | | |
| * | /700 | RE | plus ER shares | | | | 60.50 | | | | |
| * | /102 | Outflow | (/102) | | | | 9.52 | | | | |
| * | /196 | Outflow | (/196) | | | | 53.36 | | | | |
| * | /202 | Inflow | (/102) | | | | 9.52 | | | | |
| * | /296 | Inflow | (/196) | | | | 53.36 | | | | |
| 8 | 4825 | Tricare | ER | 01 | | | 60.50 | | | | |
| 8 | 5025 | Tricare | Provider | 01 | | | 160.50 | | | | |
| 8 | 5125 | Flex | Life Ins Provider | 01 | | | 9.70 | | | | |
| 8 | 5130 | Flex | Cancer Ins Provider | 01 | | | 11.26 | | | | |
| 8 | 9805 | 4825 | - Tricare | ER | 01 | | 60.50 | | | | |
| 3 | /001 | Valuation | basis 1 | | 19.97 | | | | | | |
| 3 | /002 | Valuation | basis 2 | | | | | | | | |

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Notes

- The Results table is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process. You can use it to investigate questions about salary, overtime, and shift pay.
- The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.
- This table will list all of the various technical wage types used to process payroll with amounts.
- Wage type /101 represents Gross Pay, 1000 – Regular Pay, 1100 – Salaried/Hourly Pay, 1200 – Regular Hours, /559 - Net

Payroll Results

Table ARRRS - Arrears

Payroll Results

Personnel No. 03000512 Kathy Hardick - USA

Seq. number 00007 - accounted on 06/26/2007 - current result

For-Period 06.2007 (06/01/2007 - 06/30/2007)

In-Period 07.2007 (Fin.: 07/31/2007)

Table ARRRS - Arrears

| WType | WType | Amount | VT | VN | PerNo | Check date | PayPer | PayYear |
|-------|---------------------------|----------|----|----|-------|------------|--------|---------|
| 3025 | TriCare PT | 100.00 | 8 | 02 | 01 | 06/29/2007 | 06 | 2007 |
| 3125 | NC Flex Life Ins PT | 9.70 | 8 | 03 | 01 | 06/29/2007 | 06 | 2007 |
| 3130 | NC Flex Cancer PT | 11.26 | 8 | 01 | 01 | 06/29/2007 | 06 | 2007 |
| 3357 | *UJBP-4630- Jefferson Ptl | 1,000.00 | 8 | 04 | 01 | 06/29/2007 | 06 | 2007 |

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Notes

The ARRRS Table, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system determines how to handle deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

Currently arrears processing is only used for the State Health Plan. The state will pay this amount and the employee repays the state. In most cases, this amount will be deducted from the next paycheck.

Payroll Results

Table DDNTK – Deductions Not Taken

Payroll Results

Personnel No. 93080512 Kathy Hardick - USA

Ses. number 08087 - accounted on 06/26/2007 - current result

For-Period 06.2007 (06/01/2007 - 06/30/2007)

In-Period 07.2007 (Fin.: 07/31/2007)

Table DDNTK - Deductions not taken:

| WpType | WpType Text | Amount | VT | VN | Origin |
|--------|--------------------------|----------|----|----|--------|
| 3025 | TriCare PT | 100.00 | B | 02 | R |
| 3125 | NC Flex Life Ins PT | 9.70 | B | 03 | R |
| 3130 | NC Flex Cancer PT | 11.26 | B | 01 | R |
| 3357 | *JJBP-4030-Jefferson P11 | 1,000.00 | B | 04 | R |

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Notes


The DDNTK table, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments. Items that show on this table are usually supplemental insurance items.

Instructor Demonstration

- Display Payroll Results – PC_PAYRESULT
 - Use PC_PAYRESULT to display payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.





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Notes

The instructor will use the student's scenario to demonstrate.

Exercise 4.1



- Display Payroll Results – PC_PAYRESULT

In this scenario, assume you need to display payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

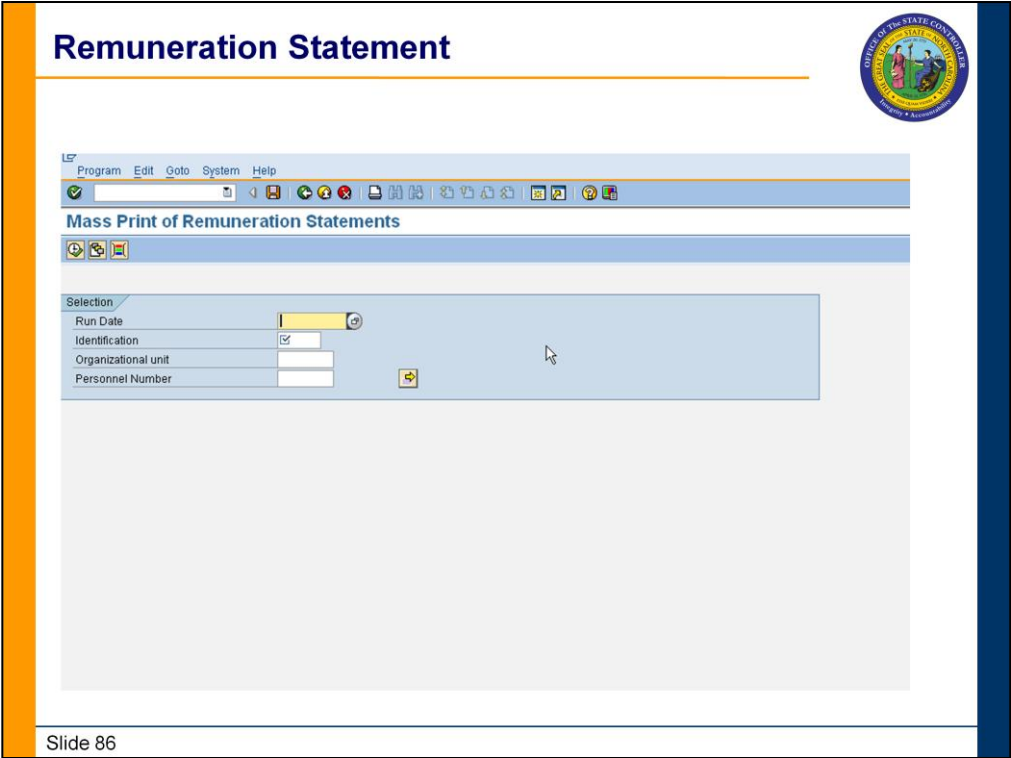


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Notes

Scenario: You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.



ZPYR001 Mass printing

- 1. Select the run date from the drop down.
- 2. The ID field will default from the run date selected.
- 3. Select your org unit and personnel number ranges.
- 4. Save this as a variant.

Notes

Off Cycle Workbench

Off-cycle Edit Goto System Help

SAP

Off-Cycle Workbench

Personnel Number 93000504 John Wilson


History Payroll Replace payment Reverse payment

Payroll history

| Pmt date | Re | Re | Inf | PM | Payment number | Reason | Amount |
|------------|----|----|-----|----|------------------|--------|--------|
| 07/13/2007 | | | | P | 9300050400060001 | | 649.71 |
| 06/29/2007 | | | | C | | | 344.18 |
| 06/15/2007 | | | | C | | | 773.77 |
| 06/01/2007 | | | | C | | | 624.71 |
| 05/18/2007 | | | | C | | | 737.80 |
| 05/04/2007 | | | | C | | | 624.71 |
| 04/20/2007 | | | | C | | | 703.79 |
| 04/05/2007 | | | | C | 0000000500300 | | 342.20 |
| 03/23/2007 | | | | P | 9300050400016001 | | 615.78 |
| 03/09/2007 | | | | P | 9300050400011001 | | 564.02 |
| 02/23/2007 | | | | P | 9300050400010001 | | 624.71 |

Rem. statement Print list

801 be1ta01z INS



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Notes

The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee’s payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the rem statement for each payroll result by highlighting an individual row and clicking the Rem statement button.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

Exercise 4.2



- Off-Cycle Workbench – History – PUOC_10

You need to answer some questions regarding an employee's April 2008 pay.




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Notes

Scenario: Marvin Tillman has called regarding several pay statements he doesn't understand.

Work Instruction: Use the instructions in the Exercise Guide and instructions from the instructor to complete this exercise.

Wage Type Reporter



Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number

Company Code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Payroll interval

Period To

Payroll type

Period determination

☒ In-view payroll periods

☐ For-view payroll periods

Other selections

Wage Type to

☐ Archived Payroll Results

☐ Display rows with null values

Output

☒ SAP List Viewer Layout Variant

☐ ALV Grid Control Layout Variant

☐ Microsoft Excel Template PC File

S_PH9_48000172 be1fa61z INS

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Notes

Use the Wage Type Reporter to check a payroll run by wage type against a previous period. This should be done each pay period (monthly and biweekly) to see if the current payroll is “reasonable” for your organization. You can display wage types for a specific period with in-period and for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file. Use this report to investigate questions about overtime calculations or on-call time.

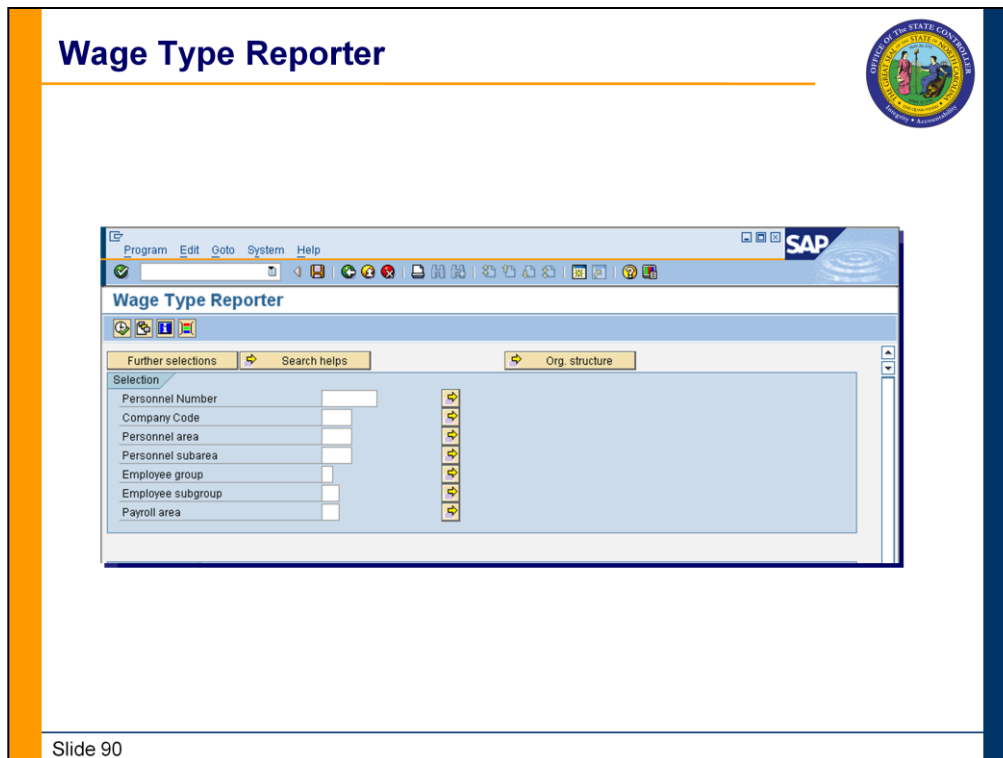
For example some items that you would typically check for Wage Types /101 and 1000 include :

- Are the highest paid and lowest paid employees the people you expect to be there?
- Are there any spikes in the highest, lowest, or middle salaries when you compare periods?
- Are there spikes in base pay from period to period?

The limitations are:

- Cannot output most master data on an employee
- Cannot output YTD totals
- Cannot output tax totals

There are several custom variants available for your to use.



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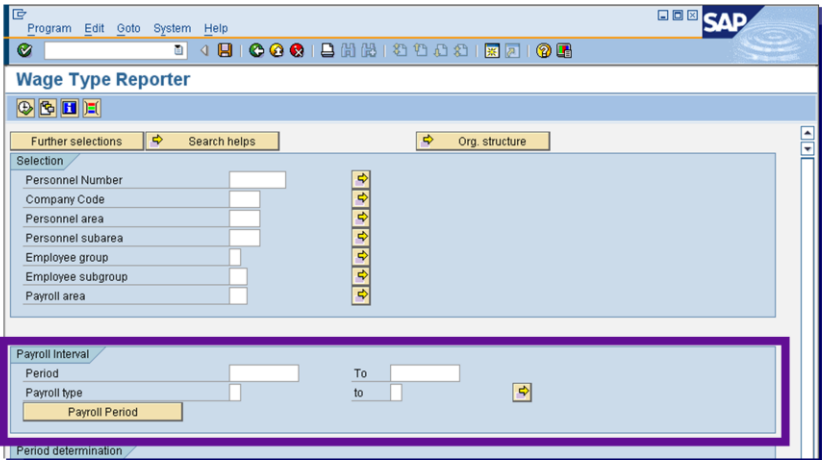

Notes

The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

This evaluation report can be executed for the following:

- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (e.g., regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a for-period view
- Read and evaluate archived payroll results

Wage Type Reporter




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Notes

Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run, or C for Manual Check.

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle payroll by filling in the required criteria.

Wage Type Reporter



Program Edit Goto System Help

Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number

Company Code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Payroll Period

☒ Regular Payroll Run

Payroll Area

Period Selection

Other Period

Other Period

☐ Payroll Comparison

Payroll Area

Period Selection

Other Period

Other Period

☐ Off-Cycle Payroll Run

Special Run

Comparison Parameter

Abs. Difference No.

Abs. Difference Amnt

Perc. Difference No.

Perc. Difference Amnt

to

to

to

to

Payroll Interval

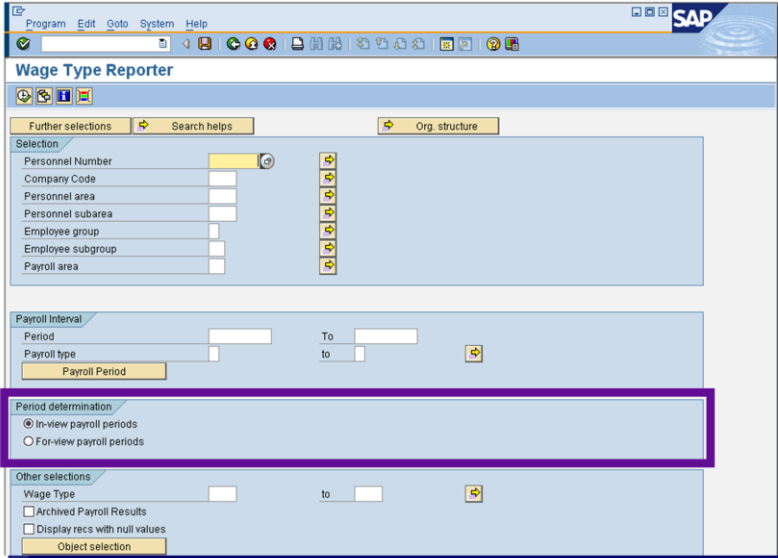

Slide 92

If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, payroll period, and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.

If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.

Notes

Wage Type Reporter



Slide 93

Notes

This section will be relevant to the dates that you have selected in the Payroll interval fields.

In-view payroll periods: Payroll period (start and end date of a period) *in* which a payroll result is created

For-view payroll periods: Payroll period (start and end date of a period) *for* which a payroll result is created

Example:

If you have selected a payroll interval of 01/01/2007 – 03/31/2007, the system will display all payroll results created **IN** this period, according to the payroll type you specified. A payroll run **IN** February 2007 **FOR** December 2006 would be included in the example, however, a payroll run **IN** May 2007 **FOR** February 2007 would not.

Wage Type Reporter

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Notes

- You must specify a wage type to run this report.
- If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.
- You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.
- NOTE:** When choosing the Personnel number field, the employee’s name and personnel number will be displayed on the report.

Wage Type Reporter

CoCd

NC01

PA

0201

PA text

Judicial Branch

Subar

NC01

PS text

7day Norm

WT

Long text

For-p

z

Number of

Amount

/101

Total gross

200705

0.00

99,954.00

/101

0.00

99,954.00

/102

401 (K) Wages

200705

0.00

99,954.00

/102

0.00

99,954.00

/109

ER benefit contrib

200705

0.00

12,185.13

/109

0.00

12,185.13

/110

Net payments/Dedu

200705

0.00

31,134.88

/110

0.00

31,134.88

/114

Base wage for BSI

200705

0.00

99,954.00

/114

0.00

99,954.00

/192

FICA Savings

200705

0.00

1,898.54

/192

0.00

1,898.54

/196

Retirement Eligible

200705

0.00

99,954.00

/196

0.00

99,954.00

/301

TG Withholding Tax

200705

0.00

199,908.00

/301

0.00

199,908.00

/303

TG EE Social Secur

200705

0.00

99,954.00

/303

0.00

99,954.00

/304

TG ER Social Secur

200705

0.00

99,954.00

/304

0.00

99,954.00

/305

TG EE Medicare Tai

200705

0.00

99,954.00

/305

0.00

99,954.00

/306

TG ER Medicare Tai

200705

0.00

99,954.00

/306

0.00

99,954.00

/310

TG ER Unemploy

200705

0.00

199,908.00

/310

0.00

199,908.00

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Notes

This report allows for the following outputs:

The SAP List Viewer enables:

- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

The ALV Grid Control enables:

- use of predefined SAP standard layouts
- creation of layouts
- carry out sorts
- sorting column value lines in ascending or descending order
- setting filters
- displaying lines that fulfill certain criteria
- creation of totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.

VC_v1_ 040809

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Wage Type Reporter

Sorting

Layout

Wage Type Reporter

| CoCd | PA | PA text | Subar | PS text | WT | Long text | For-p... | Number of | Amount |
|------|------|-----------------|-------|-----------|------|----------------------|----------|-----------|-----------|
| NC01 | 0201 | Judicial Branch | NC01 | 7day Norm | /101 | Total gross | 200705 | 0.00 | 99,954.00 |
| | | | | | /101 | | | 0.00 | 99,954.00 |
| | | | | | /102 | 401(k) Wages | 200705 | 0.00 | 99,954.00 |
| | | | | | /102 | | | 0.00 | 99,954.00 |
| | | | | | /109 | ER benefit contribut | 200705 | 0.00 | 12,185.13 |
| | | | | | /109 | | | 0.00 | 12,185.13 |
| | | | | | /110 | Net payments/Dedu | 200705 | 0.00 | 31,134.88 |
| | | | | | /110 | | | 0.00 | 31,134.88 |
| | | | | | /114 | Base wage for BSI | 200705 | 0.00 | 99,954.00 |
| | | | | | /114 | | | 0.00 | 99,954.00 |

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Notes

The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

The report displayed above was created using the custom variant, HR_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant wasn't used.

Common Wage Types



| <i>Wage Type</i> | <i>Description</i> | <i>Wage Type</i> | <i>Description</i> |
|------------------|----------------------|------------------|----------------------------|
| /101 | Total Gross Wages | 1312 | Admin Leave |
| 1210 | Overtime Earned | 1315 | Civil Leave |
| 1220 | Annual Longevity | 1316 | Community Service leave |
| 1250 | Shift 5% | 1318 | Education Leave |
| 1251 | Shift 10% | 1319 | Injury Leave |
| 1252 | Shift 15% | 1320 | Military Leave Training |
| 1253 | Shift 20% | 1321 | Military Leave Active Duty |
| 1256 | Shift Overtime Hours | 1325 | Paid Holiday |
| 1301 | Vacation Leave | 1327 | Comp Leave |
| 1302 | Sick Leave | 1344 | Travel Comp |
| 1304 | Bonus Leave | 1709 | On Call Pay |
| 1307 | Additional Hours | 1710 | Call Back |
| 1311 | LWOP | | |

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Use these common wage type to help understand the information shown on the Wage Type Reporter.

Notes

Exercise 4.3



- Wage Type Reporter – PC00_M99_CWTR

You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.




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Notes

Scenario: You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.

Work Instruction: Use the instructions in the Exercise Guide and directions from your instructor to complete this walkthrough.

Payroll Journal



Payroll Journal

Further selections Search helps Org. structure

Period

☐ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☒ Other period

Period To

Payroll period

Selection

Personnel Number
 Payroll area

Additional data

Payroll type to
 Payroll identifier to
 Data identifier
 Alternative currency
 WTs without work center split
☐ Print only totals sheets
 ☒ Print retroactive runs
 ☐ Only display last result

Print format

| | | |
|-----------------------|------|--|
| Page header | UJT1 | |
| Continuation excerpt | UJF1 | |
| Employee data excerpt | UJ01 | <input type="button" value="Form layout"/> |
| Totals display | UJ01 | <input type="button" value="Form layout"/> |

PC80_M10_CLIN betsalitz INS

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Notes

The payroll journal contains detailed, selected payroll data for several employees for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Have an additional, detailed control medium for revisions.

Payroll Journal

Office of the State Comptroller
OFFICE OF THE STATE COMPTROLLER
STATE OF NEW YORK
Budget & Accounting

Program Edit Goto System Help

SAP

Payroll Journal

Further selections Search helps

Payroll period

Payroll area 07 from 07/01

Current period

7 2007

Other period

Period

Selection

Personnel Number

Payroll area

Additional data

Payroll type

Payroll identifier

Date identifier 0

ABAP: Variant Directory of Program RPCLJNU0

Variant catalog for program RPCLJNU0

| Variant name | Short description |
|----------------|--------------------------------|
| PAYROLL DR | |
| PAYROLL DR-SUM | |
| PAYROLL ER | |
| PAYROLL ER-SUM | |
| SAP_1 | default variant without detail |
| ZPROD-BIWEEKLY | PROD - Biweekly Payroll |
| ZPROD-MONTHLY | PROD - Monthly Payroll |

to

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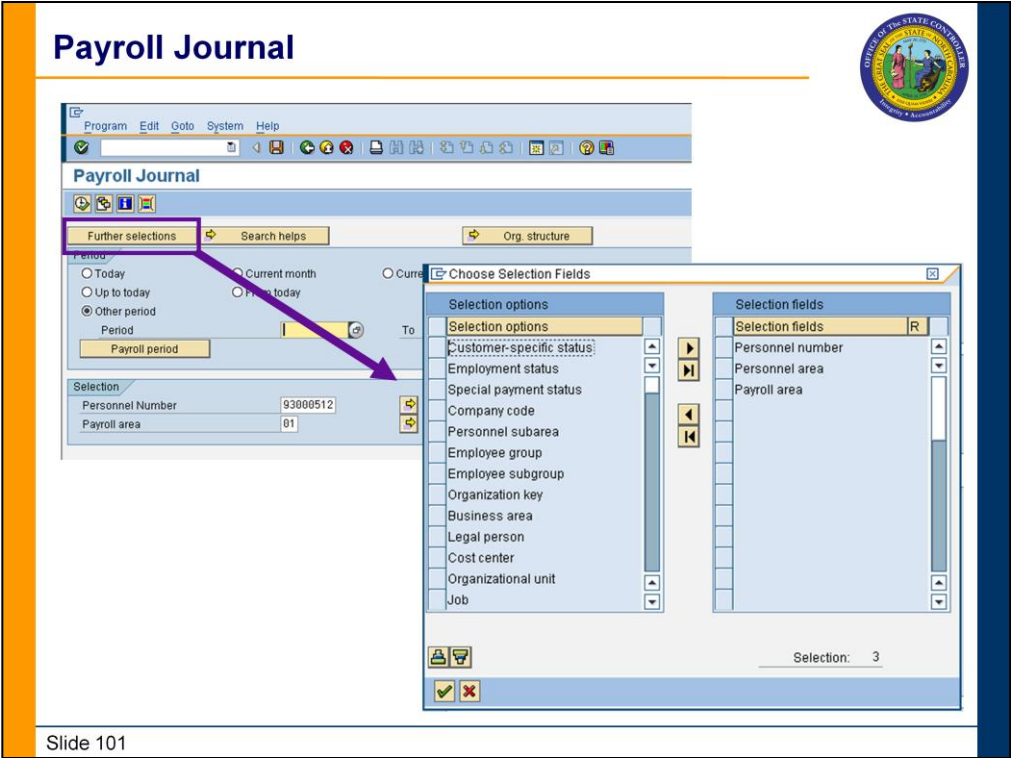
Notes

For this report, two custom variants have been created.

- ZPROD-BIWEEKLY - Used to display Biweekly payroll
- ZPROD-MONTHLY – Used to display Monthly payroll

VC_v1_ 040809

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Notes

When executing the payroll journal you can choose to execute this report for any existing payroll period in SAP. Using the *Further Selections* button to narrow your selection criteria.

Payroll Journal

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If you only want to print totals, be sure to check the box for *Print only totals sheets*.

To determine how to delimit or categorize the totals, choose *Delimitation*. You must choose the *Delimitation Sequence* (order), then choose which fields you want to display subtotals and totals.

Notes

Payroll Journal



Upon report execution, the report displays each employee's earnings and deductions for the chosen pay period.

SAP

Payroll Journal

Company Code: NC01 Cost Center: * PPBegin: 07/01/2007 PPEnd: 07/31/2007 Check Date: 07/31/2007 Page: 1
OrgUnit: 00000000 Personnel Area: 0201 Personnel Subarea: NC01 Payroll Area: * Period: 07/01/2007 - 07/31/2007

Employee #: 95301306 CostCenter: 02000000 ForPerio
Name: Victor INT43-0201-NC01-J PayRate: NetPay: 1,451.40 GrossPay: 3,436.50 EE Tax:
Fed Tax M/S: Single Exemption: 00 ER Tax:

| Earnings | Amount | Tax | Earnings | Amount | Deductions | Amount |
|-----------------|----------|--------------|----------|---------------|------------|--------|
| /101 TotGross | 3,436.50 | Total Tax EE | 592.57 | /110 Pay/Ded | 1,392.53- | |
| SLRY RegSalry | 3,277.06 | FED | | 3025 TrICPreT | 100.00- | |
| 1325 PdiHollida | 158.64 | W/H EE | 2,843.97 | 3100 PacDen | 115.22- | |
| | | OASDI EE | 3,074.92 | 3115 ADDPreTx | 2.00- | |
| | | MedcarEE | 3,074.92 | 3125 FlxLPPre | 19.30- | |
| | | NC | | 3130 FlxCnPre | 26.06- | |
| | | W/H EE | 2,843.97 | 3140 FlxDPre | 100.00- | |
| | | | | 3200 TSEKSEE | 1,030.95- | |

Employee #: 95301353 CostCenter: 02000000 ForPerio
Name: Patty INT40-0201-NC01-J-U PayRate: NetPay: 1,131.53 GrossPay: 2,200.58 EE Tax:
Fed Tax M/S: Single Exemption: 00 ER Tax:

| Earnings | Amount | Tax | Earnings | Amount | Deductions | Amount |
|-----------------|----------|--------------|----------|---------------|------------|--------|
| /101 TotGross | 2,200.58 | Total Tax EE | 412.84 | /110 Pay/Ded | 656.21- | |
| SLRY RegSalry | 2,098.98 | FED | | 3005 PPDPPre | 0.00 | |
| 1325 PdiHollida | 101.60 | W/H EE | 1,544.37 | 3100 PacDen | 17.84- | |
| | | OASDI EE | 2,162.56 | 3115 ADDPreTx | 8.00- | |
| | | MedcarEE | 2,162.56 | 3125 FlxLPPre | 5.40- | |

PC00_M10_CLJN beta01z INS

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Notes

Payroll Journal

Office of the State Controller
NORTH CAROLINA
Treasury • Accountability

SAP

List Edit Goto System Help

Payroll Journal

Company Code: NC01 Cost Center: * PPBegin: 07/01/2007 PPEnd: 07/31/2007 Check Date: 07/31/2007 Page: 76
OrgUnit: 00000000 Personnel Area: 8701 Personnel Subarea: * Payroll Area: * Period: 07/2007

Sum of the structure

| Earnings | Amount | Tax | Earnings | Amount | Deductions | Amount | NetPay |
|---------------|-----------|--------------|-----------|----------|---------------|----------|-----------|
| /101 TotGross | 23,987.00 | Total Tax EE | | 6,702.70 | /110 Pay/bed | 3,581.71 | 13,702.59 |
| SLRY RegSalry | 22,879.68 | FED | | | 3000 SHPPre | 0.00 | |
| 1325 PdHolid | 1,107.32 | W/H EE | 20,405.29 | 3,567.62 | 3005 PP0Pre | 39.54 | |
| | | OASDI EE | 23,922.76 | 1,483.20 | 3025 TricPreT | 0.00 | |
| | | MedcarEE | 23,922.76 | 346.88 | 3115 ADDPreTx | 22.00 | |
| | | NC | | | 3125 FlxLPPre | 2.70 | |
| | | W/H EE | 20,405.29 | 1,305.00 | 3200 TSERSEE | 152.30 | |
| | | | | | 3215 DRPEE | 865.17 | |
| | | | | | 3300 401kPreT | 200.00 | |
| | | | | | 3310 457PreTx | 200.00 | |
| | | | | | 3359 Tcrf403b | 2,500.00 | |
| | | | | | 3360 Val403b | 300.00 | |
| | | | | | 3361 VInv403 | 1,800.00 | |

PC00_M10_CLJN be1ta01z INS

The above yellow shaded area is subtotaled for Company Code NC01, Personnel Area 8701 for Payroll Period 07 2007.



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Notes

When scrolling the report, yellow portions represent subtotals or page totals. To determine what is being totaled, examine the blue shaded area.

Instructor Demonstration

- Payroll Journal – PC00_M10_CLJN
 - Payroll has been run. You need to run a payroll journal to verify totals and subtotals .
 - INFORMATION (most often obtained):
 - Personnel No
 - Personnel Subarea
 - Personnel Area
 - Payroll Area



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Notes

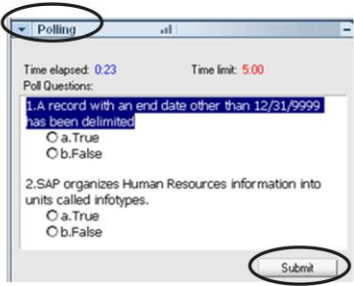
Scenario: You need to verify some payroll items for a previously run payroll.

Work Instruction: Watch as your instructor completes this demonstration. Answer the questions in the Exercise Guide.

Knowledge Check Poll #4



– Use the Polling section of your computer to answer the questions



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Notes

- 1. A variant provides a way to store selection criteria for reports or data input.
 - ☐ a. True
 - ☐ b. False
- 2. It is not possible to export most SAP reports to Excel for data manipulation.
 - ☐ a. True
 - ☐ b. False
- 3. Select the report that displays both current and past payroll information on an employee.
 - ☐ a. PC00_M99_CWTR - Wage Type Reporter
 - ☐ b. PC_PAYRESULT
 - ☐ c. PUOC_10 - Off-Cycle Workbench
 - ☐ d. PC00_M10_CLJN - Payroll Journal
- 4. Select the report that you would use to verify payroll totals and subtotals.
 - ☐ a. PC00_M99_CWTR - Wage Type Reporter
 - ☐ b. PC_PAYRESULT
 - ☐ c. PUOC_10 - Off-Cycle Workbench
 - ☐ d. PC00_M10_CLJN - Payroll Journal
- 5. Select the report that you would use to compare last payroll run to current payroll run to see if there are any obvious errors, for example, an employee receiving \$1.00 in pay.
 - ☐ a. PC00_M99_CWTR - Wage Type Reporter
 - ☐ b. PC_PAYRESULT
 - ☐ c. PCOC_10 - Off-Cycle Workbench
 - ☐ d. PC00_M10_CLJN - Payroll Journal

Lesson Review



In this lesson, you learned to:

- Describe SAP type of reports and features.
- Display the Wage Type Reporter.
- Define the Payroll Journal.
- Display Payroll Reports.

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Notes

Course Map



Lesson 1: Payroll Processing

Lesson 2: Human Resources (HR) Master Data Overview

Lesson 3: Payroll Inquiries into HR Master Data Infotypes

Lesson 4: Payroll Reports


Lesson 5: Payroll for Agencies Review

Slide 108

This lesson will review concepts learned within course.

Notes

Course Review



Activity 1

- What transaction and infotype is used to display recurring deductions/payments? _____
- Display recurring deductions/payments for Jay Lee.
- Does Jay have a recurring deduction or recurring payment? _____
- What is the amount? _____

Activity 2

- What transaction and infotype is used to display additional payments?

- Does Jean Leach have additional payments for Jean Leach and if yes, what is the amount? _____

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Notes

The course review for this class is designed to give you practice searching and displaying employee HR master data in addition to viewing pertinent HR reports.

Course Review



Activity 3

- Display the actual result for 04 2008 payroll period RT Results table for Jean Leach?
- What is the amount of Wage Type /101? _____
- What does wage type /101 represent? _____
- What is the amount of Wage Type 1000? _____
- What does wage type 1000 represent? _____

Activity 4

- Execute the Wage Type Reporter for payroll area 01, 04 2008 payroll run, and only include wage type 1000.

Note: Remember to select the correct variant.

- What is regular salary total for Cultural Resources, subarea NC01, 7 day Norm? _____
- What is regular salary total for company code NC01? _____

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Notes

Course Review




In this course, you learned to:

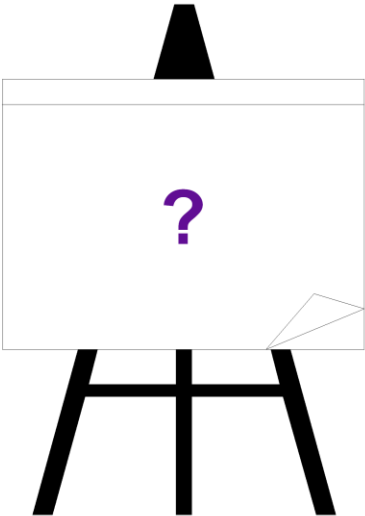
- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.

Slide 111

Notes

Any questions for the Instructor?





Slide 112

Notes

Next Steps



- Monitor BEACON communication
BEST Shared Services web site (especially the Updates tab)
URL: <http://www.ncosc.net/BEST/>
- Review conceptual materials
- Access BEACON Help
Access from an SAP transaction
URL: <http://help.mybeacon.nc.gov/beaconhelp>
- Practice what you've learned
URL: <https://mybeacon.nc.gov>
Client 899
Use your current NCID user name and password



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Notes

Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

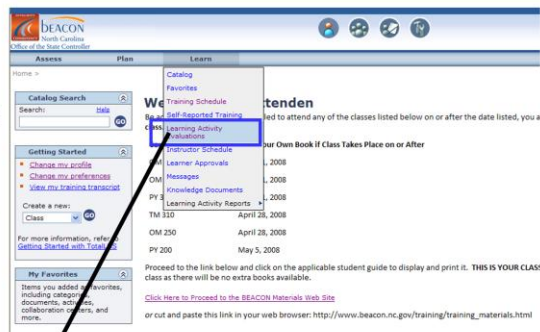
- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

Exercise 4.3: Level 1 – Course Evaluation



Enter by accessing LMS

- Provides feedback to training team
- Ensures students experience instruction in an environment and method conducive to learning



Training Schedule
Self-Reported Training
Learning Activity Evaluations
Instructor Schedule
Learner Approvals

Slide 114

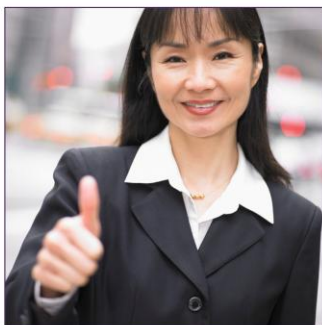
Notes

1. Open a new internet browser and type the url:
<http://rod.sumtotalsystems.com/beacon>
2. At the Log On screen, enter your full email address and password. If you cannot log into LMS, unmute your telephone and let the instructor know. The instructor can reset your password if you have forgotten it.
3. Click **Logon**.
4. On the blue horizontal bar near the top of your screen, click **Learn**, and then click **Learning Activity Evaluations**.
5. Locate the evaluation that corresponds to the class you've just completed and click the **Start** button to launch it.
6. Complete the evaluation.
7. Click the Training Center icon and then click the green check to let the instructor know you have completed the evaluation.

If you cannot access the evaluation, please unmute your telephone and let the instructor know.



CONGRATULATIONS



When you have complete the evaluation, you may:

- Hang up the telephone
- Exit the virtual classroom

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Thank you for attending and participating in the virtual classroom session of this course.

Notes